

Agenda
Finance and Administration Committee
West Olive Administration Building
12220 Fillmore, West Olive, MI 49460
Tuesday, August 16, 2011
9:30 a.m.

Consent Items:

1. Approval of the Agenda
2. Approval of Minutes from the July 19, 2011 Meeting.

Action Items:

3. Budget Adjustments Greater than \$50,000
Suggested Motion:
To approve budget adjustments #493, #494, #536, #537, #538 and #539.
4. Monthly Budget Adjustments
Suggested Motion:
To approve and forward to the Board of Commissioners the appropriation changes greater than \$50,000 and those approved by the Administrator and Fiscal Services Director for \$50,000 or less which changed the total appropriation from the amended budget for the month of July, 2011.
5. Statement of Review
Suggested Motion:
To approve the Statement of Review for the month of July, 2011.
6. Agreement for Property Assessment Administration Services
Suggested Motion:
To approve and forward to the Board of Commissioners the Agreement for Property Assessment Administration Services with the City of Grand Haven.
7. Equalization Personnel Request to Create One (1) FTE Appraiser III
Suggested Motion:
To approve and forward to the Board of Commissioners the request from Equalization to create One (1) FTE Appraiser III (Group T, Paygrade 13, C Step) at a cost of \$60,991. Funding to come from the City of Grand Haven pursuant to the Agreement for Property Assessment Administration Services. This position will sunset two (2) years from the effective date of the Agreement. It may be renewed thereafter for up to five (5) successive one (1) year terms by mutual written agreement of the parties.
8. Community Mental Health Personnel Request to Reclassify a Staff Psychiatrist Position to a Community Mental Health Medical Director
Suggested Motion:
To approve and forward to the Board of Commissioners the request to reclassify the position of 1.0 FTE Staff Psychiatrist (Unclassified, Paygrade 19) to 1.0 FTE Community Mental Health Medical Director (Unclassified, Paygrade 25) at a cost of \$36,968.00. Funding for this position to come from Medicaid funds.
9. Public Health Department Personnel Request to Increase a .8 FTE to a 1.0 FTE Environmental Health Specialist

Suggested Motion:

To approve and forward to the Board of Commissioners the request from the Public Health Department to increase a .8 FTE Environmental Health Specialist (Group T, Paygrade 14) to a 1.0 FTE Environmental Health Specialist (Group T, Paygrade 14), at a cost of \$12,900. Funding to come from a grant through the Michigan Department of Environmental Quality. Position to sunset September 2012.

10. Fund Balance Policy

Suggested Motion:

To approve and forward to the Board of Commissioners the Fund Balance Policy for review and comment.

11. Officer and Employee Delegate for MERS Annual Meeting

Suggested Motion:

To approve and forward to the Board of Commissioners the nomination of Marcie VerBeek as Officer Delegate, Marie Waalkes as alternate Officer Delegate, Erin Rotman as Employee Delegate, and Tami Harvey as Alternate Employee Delegate to the MERS 65th Annual Meeting to be held September 27- 29, 2011 in Traverse City, Michigan.

12. Purchase of MERS (Michigan Municipal Employee Retirement System) Generic Service Credits for Anthony Boersema (Sheriff's Office)

Suggested Motion:

To approve and forward to the Board of Commissioners the purchase of three (3) years of MERS generic service credit for \$56,079 (total cost to be paid by employee, Anthony Boersema).

Total Cost:	\$56,079.00
Employer Cost:	\$ 0.00
Employee Cost:	\$56,079.00

13. Purchase of MERS (Michigan Municipal Employee Retirement System) Generic Service Credits for Sarah A. Flick (Sheriff's Office)

Suggested Motion:

To approve and forward to the Board of Commissioners the purchase of five (5) years of MERS generic service credit for \$77,420.00 (total cost to be paid by employee, Sarah A. Flick).

Total Cost:	\$77,420.00
Employer Cost:	\$ 0.00
Employee Cost:	\$77,420.00

14. Ottawa County Road Commission (OCRC) & Wright Township Infrastructure Program Fund Application

Suggested Motion:

To () Approve or () Disapprove and forward to the Board of Commissioners the Infrastructure Revolving Loan Fund Application from the Ottawa County Road Commission (OCRC) & Wright Township in the amount of \$485,000 for the purpose of rebuilding the 8th Avenue Bridge in Wright Township.

15. Bid Tabulation – Macatawa Green Space Restoration

Suggested Motion:

To receive and forward to the Board of Commissioners bids for the Macatawa Green Space Restoration Project and accept the low bid from Top Grade Excavating at negotiated price of \$707,430.50 with funding from the Parks and Recreation budget and a grant from the U.S. Environmental Protection Agency. Funding from the Parks and Recreation budget in the amount

of \$100,000 and a grant from the U.S. Environmental Protection Agency in the amount of \$646,800.

16. Bid Tabulation – Olive Shores Park Improvements

Suggested Motion:

To receive and forward to the Board of Commissioners bids for the Olive Shores Park Improvement Project and accept the low bid from Visser Brothers, Inc. in the amount of \$580,857.24 with funding split evenly from the Parks and Recreation budget and a grant from the Michigan Natural Resources Trust Fund.

17. Bid Tabulation - Pine Bend Parking Improvements

Suggested Motion:

To receive and forward to the Board of Commissioners bids for the Pine Bend Parking Improvement Project and accept the low bid from Denny's Excavating in the amount of \$51,000 with funding from the Parks and Recreation budget.

18. Resolution Supporting The Pumphouse Museum Proposal

Suggested Motion:

To approve and forward to the Board of Commissioners the resolution supporting the proposal by the Historic Ottawa Beach Society to create a museum at the pumphouse building located within the Historic Ottawa Beach Parks at a cost of \$1.3 million, with \$315,000 to come from the Parks and Recreation budget and the remainder to be raised by the Historic Ottawa Beach Society. This motion contingent upon the Historic Ottawa Beach Society raising \$1.3 million.

Discussion Items:

19. Treasurer's Financial Month End Update for July 2011

20. Enterprise Resource Planning Software System: Discussion on Costs and Contract Negotiations with Munis Systems and Tyler Technologies.

Adjournment

Comments on the day's business are to be limited to three (3) minutes.

Addition to Agenda
Finance and Administration Committee
West Olive Administration Building
12220 Fillmore, West Olive, MI 49460
Tuesday, August 16, 2011
9:30 a.m.

Action Items:

21. Food Inspection Program Fees

Suggested Motion:

To approve and forward to the Board of Commissioners the proposed changes to the Food Inspection Program fees, new fees: Temporary Food Service Establishment Revisit/Extended Visit: \$50.00, Enforcement Fee: \$255.00, Administrative Consultation Fee:\$300.00, and fee reduction: Compliance Conference Fee \$200.00 (current fee is \$300.00).

Comments on the day's business are to be limited to three (3) minutes.

FINANCE AND ADMINISTRATION COMMITTEE

Proposed Minutes

DATE: July 19, 2011

TIME: 9:32 a.m.

PLACE: Fillmore Street Complex

PRESENT: Robert Karsten, Dennis Swartout, Joseph Baumann, Roger Rycenga

ABSENT: Donald Disselkoen

STAFF & GUESTS: Alan Vandenberg, Administrator; Greg Rappleye, Corporation Counsel; Keith VanBeek, Assistant Administrator; Robert Spaman, Fiscal Services Director; Bradley Slagh, Treasurer; Justin Roebuck, Deputy Clerk

SUBJECT: CONSENT ITEMS

FC 11-086 Motion: To approve the agenda of today as presented and amended adding Action Items #11 – Use of Proceeds from Sale of the Coopersville Facility to Fund DB-DC Conversions and #12 – Use of Proceeds from the Public Health Reserve for potential Medicaid disallowed expenses to Fund DB-DC Conversion.

Moved by: Rycenga

UNANIMOUS

Approve by consent the minutes of the June 21, 2011, meeting as presented.

SUBJECT: BUDGET ADJUSTMENTS GREATER THAN \$50,000

FC 11-087 Motion: To approve budget adjustments #401, 402, 403, 434 and 442.

Moved by: Karsten

UNANIMOUS

SUBJECT: MONTHLY BUDGET ADJUSTMENTS

FC 11-088 Motion: To approve and forward to the Board of Commissioners the appropriation changes greater than \$50,000 and those approved by the Administrator and Fiscal Services Director for \$50,000 or less which changed the total appropriation from the amended budget for the month of June, 2011.

Moved by: Karsten

UNANIMOUS

SUBJECT: STATEMENT OF REVIEW

FC 11-089 Motion: To approve the Statement of Review for the month of June, 2011.
Moved by: Rycenga UNANIMOUS

SUBJECT: QUARTERLY FINANCIAL STATUS REPORT

FC 11-090 Motion: To receive for information the Interim Financial Statement for General Fund, Mental Health and Public Health as of June 30, 2011.
Moved by: Rycenga UNANIMOUS

SUBJECT: 2010 COST ALLOCATION PLAN

FC 11-091 Motion: To approve and forward to the Board of Commissioners the 2010 Cost Allocation Plan for implementation in the 2012 budget.
Moved by: Rycenga UNANIMOUS

SUBJECT: GOVERNMENT FINANCE OFFICERS
ASSOCIATION DISTINGUISHED BUDGET
PRESENTATION AWARD

FC 11-092 Motion: To receive and forward to the Board of Commissioners the Government Finance Officers Association's Distinguished Budget Presentation Award for the fiscal year beginning January 1, 2011.
Moved by: Rycenga UNANIMOUS

SUBJECT: TREASURER'S INVESTMENT REPORT

FC 11-093 Motion: To receive for information the Treasurer's Quarterly Investment Report as of June 2011.
Moved by: Rycenga UNANIMOUS

SUBJECT: USE OF PROCEEDS FROM SALE OF THE
COOPERSVILLE FACILITY TO FUND DB-DC
CONVERSIONS

FC 11-094 Motion: To approve and forward to the Board of Commissioners applying the proceeds of \$351,621 minus expenses from the sale of the Coopersville Facility to the County DB-DC fund.
Moved by: Karsten UNANIMOUS

SUBJECT: USE OF PROCEEDS FROM THE PUBLIC
HEALTH RESERVE FOR POTENTIAL MEDICAID
DISALLOWED EXPENSES TO FUND DB-DC
CONVERSION

FC 11-095 Motion: To approve and forward to the Board of Commissioners applying the proceeds of \$871,527 from the reserve that Public Health set up in 2004 for potential Medicaid disallowed activities that have since been resolved to the County DB-DC fund.

Moved by: Baumann

UNANIMOUS

SUBJECT: DISCUSSION ITEMS

1. 2012 Commissioner's Budget – Robert Spaman presented the 2012 Commissioner's Budget. Mr. Swartout questioned the \$20,000 for a citizen survey and if it was necessary. The Administrator feels it is important to know the pulse of the community. Mr. Karsten believes the Commissioners are all elected in their own districts and are suppose to be in touch with their constituents.

Mr. Vanderberg reported Administration is very close to balancing the budget. Department meetings are still talking place and they are looking at making some transfers of fund balances. He will have more information as the budget is presented in the coming weeks.

SUBJECT: ADJOURNMENT

The meeting adjourned at 10:35 a.m.

Action Request



Committee: Finance and Administration Committee

Meeting Date: 8/16/2011

Requesting Department: Fiscal Services

Submitted By: Bob Spaman

Agenda Item: Budget Adjustments Greater than \$50,000

SUGGESTED MOTION:

To approve budget adjustments #493, #494, #536, #537, #538 and #539.

SUMMARY OF REQUEST:

Approve budget adjustments processed during the month for appropriation changes and line item adjustments.

Mandated action required by PA 621 of 1978, the Uniform Budget and Accounting Act.

Compliance with the Ottawa County Operating Budget Policy.

FINANCIAL INFORMATION:

Total Cost: \$0.00 | General Fund Cost: \$0.00 | Included in Budget: Yes | No

If not included in budget, recommended funding source:

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated | Non-Mandated | New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

Goal: 1: To Maintain and Improve the Strong Financial Position of the County.

Objective:

- 1: Advocate on legislative issues to maintain and improve the financial position of the County.
- 2: Implement processes and strategies to deal with operational budget deficits.
- 3: Reduce the negative impact of rising employee benefit costs on the budget.
- 4: Maintain or improve bond ratings.

ADMINISTRATION RECOMMENDATION: Recommended | Not Recommended | Without Recommendation

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, o=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@mcottawa.org
Reason: I am approving this document
Date: 2011.08.11 14:36:25 -0400

Committee/Governing/Advisory Board Approval Date:

Budget Adjustments Over \$50,000

BA Number	Fund	Department	Explanation	Adjustment
493	9/30 Grant Program	Trade Adjustment Act	To adjust budget for Trade Adjustment Act Cash Statement revenue.	\$ 320,000
494	Child Care - Circuit Court	Placement Costs / Charges	To cover projected placement costs through fiscal year end 9/30/11; to cover over budget for administrative expenses.	\$ 130,100
536	9/30 Judicial Grants	DC Drug Court	Adjust DC Drug Court budget to contract and anticipated year end totals.	\$ 61,909
537	Grant Programs - Pass Thru	Energy Efficiency and Conservation Block Grant	Adjust Energy Efficiency and Conservation Block Grant to current year estimate by line item.	\$ 409,599
538	Information Technology	Information Technology	Increase in fee activity; change in hospital and unemployment rates; reduced phone charges, equipment less than anticipated.	\$ 141,735
539	WEMET	WEMET Grant	In-Kind Contribution	\$ 279,285

Action Request



Committee: Finance and Administration Committee

Meeting Date: 8/16/2011

Requesting Department: Fiscal Services

Submitted By: Bob Spaman

Agenda Item: Monthly Budget Adjustments

SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the appropriation changes greater than \$50,000 and those approved by the Administrator and Fiscal Services Director for \$50,000 or less which changed the total appropriation from the amended budget for the month of July, 2011.

SUMMARY OF REQUEST:

Approve budget adjustments processed during the month for appropriation changes and line item adjustments.

Mandated action required by PA 621 of 1978, the Uniform Budget and Accounting Act.

Compliance with the Ottawa County Operating Budget Policy.

FINANCIAL INFORMATION:

Total Cost: \$0.00 General Fund Cost: \$0.00 Included in Budget: Yes No

If not included in budget, recommended funding source:

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated Non-Mandated New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

Goal: 1: To Maintain and Improve the Strong Financial Position of the County.

Objective:

- 1: Advocate on legislative issues to maintain and improve the financial position of the County.
- 2: Implement processes and strategies to deal with operational budget deficits.
- 3: Reduce the negative impact of rising employee benefit costs on the budget.
- 4: Maintain or improve bond ratings.

ADMINISTRATION RECOMMENDATION: Recommended Not Recommended Without Recommendation

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, o=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@countyoa.org
Reason: I am approving this document
Date: 2011.08.11 14:46:15 -0400

Committee/Governing/Advisory Board Approval Date: Pick from list

County of Ottawa
Fiscal Services Department
Changes to Total Appropriations and Adjustments
Budget Adjustments From Date: 7/01/2011 Thru 7/31/2011

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
<u>MDICD CST BSD RMBRSMT</u>							
BA 401	7/19/2011	2210	6031		5170.0030	Medicaid - Cost Settlement	9,080.00-
BA 401	7/19/2011	2210	6042		5170.0030	Medicaid - Cost Settlement	300,226.00-
BA 401	7/19/2011	2210	6044		5170.0030	Medicaid - Cost Settlement	324,444.00-
BA 401	7/19/2011	2210	6045		5170.0030	Medicaid - Cost Settlement	24,527.00-
BA 401	7/19/2011	2210	6053		5170.0030	Medicaid - Cost Settlement	210,656.00-
BA 401	7/19/2011	2210	6055		5170.0030	Medicaid - Cost Settlement	1,137.00-
BA 401	7/19/2011	2210	6059		5170.0030	Medicaid - Cost Settlement	1,457.00-
<u>DEC TO STATE DE-OBLGT</u>							
BA 402	7/19/2011	2748	7445		5610.0000	State Of Mich - Welfare	86,423.00
BA 402	7/19/2011	2748	7445		8420.0010	Supportive Services	1,586.00-
BA 402	7/19/2011	2748	7445		8440.0050	Administration-Sub Agents	84,837.00-
<u>ROBINSON TOWER CONST.</u>							
BA 403	7/19/2011	2450	5990		9750.0000	Building & Improvements	179,000.00
<u>BS&A TRAINING SEMINAR</u>							
BA 435	7/12/2011	1010	2250		6070.0040	Seminar/Employee Training	1,200.00-
BA 435	7/12/2011	1010	2250		9560.0000	Employee Training	1,200.00-
<u>RFLCT MVE TO FULLY-ED</u>							
BA 442	7/19/2011	6771	8520		6760.0000	Reimbursements	5,000,000.00
BA 442	7/19/2011	6771	8520		8060.0000	Third Party Administrator	80,000.00-
BA 442	7/19/2011	6771	8520		9100.0000	Insurance & Bonds	7,500,000.00
BA 442	7/19/2011	6771	8520		9110.0000	Claims	11,000,000.00-
BA 442	7/19/2011	6771	8520		9390.2970	DB/DC Conversion	400,000.00-
BA 442	7/19/2011	6771	8540		8060.0000	Third Party Administrator	30,000.00-
BA 442	7/19/2011	6771	8540		9100.0000	Insurance & Bonds	800,000.00-
BA 442	7/19/2011	6771	8540		9110.0000	Claims	700,000.00-
BA 442	7/19/2011	6771	8550		6760.0000	Reimbursements	35,000.00
BA 442	7/19/2011	6771	8550		8060.0000	Third Party Administrator	15,000.00-
BA 442	7/19/2011	6771	8550		9100.0000	Insurance & Bonds	100,000.00
BA 442	7/19/2011	6771	8550		9110.0000	Claims	100,000.00-
<u>WINDOW FILM GHCH</u>							
BA 445	7/18/2011	1010	2654		9370.0000	Building Repairs	20,000.00

County of Ottawa
Fiscal Services Department
Changes to Total Appropriations and Adjustments
Budget Adjustments From Date: 7/01/2011 Thru 7/31/2011

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
ADDL MRKTKG MBLE EYES							
ADDL MRKTKG MBLE EYES							
BA 449	7/18/2011	2210	6048		7040.0000	Salaries - Regular	1,052.00-
BA 449	7/18/2011	2210	6048		7150.0000	Social Security	155.00-
BA 449	7/18/2011	2210	6048		7160.0000	Hospitalization	2,712.00-
BA 449	7/18/2011	2210	6048		7160.0020	OPFB - Health Care	59.00-
BA 449	7/18/2011	2210	6048		7170.0000	Life Insurance	6.00-
BA 449	7/18/2011	2210	6048		7180.0000	Retirement & Sick Leave	74.00-
BA 449	7/18/2011	2210	6048		7180.0010	457 Plan Contribution	88.00
BA 449	7/18/2011	2210	6048		7190.0000	Dental Insurance	112.00-
BA 449	7/18/2011	2210	6048		7200.0000	Worker'S Compensation	1.00-
BA 449	7/18/2011	2210	6048		7210.0000	Longevity	1.00-
BA 449	7/18/2011	2210	6048		7220.0000	Unemployment	8.00-
BA 449	7/18/2011	2210	6048		7230.0000	Optical Insurance	32.00-
BA 449	7/18/2011	2210	6048		7240.0000	Disability Insurance	26.00-
BA 449	7/18/2011	2210	6048		7270.0000	Office Supplies	75.00
BA 449	7/18/2011	2210	6048		7300.0000	Postage	30.00
BA 449	7/18/2011	2210	6048		8600.0000	Travel - Mileage	188.00
BA 449	7/18/2011	2210	6049		6070.0000	Chrgs. For Serv. - Fees	4,000.00-
BA 449	7/18/2011	2210	6049		7280.0000	Printing & Binding	319.00
BA 449	7/18/2011	2210	6049		7390.0000	Operational Supplies	1,100.00-
BA 449	7/18/2011	2210	6049		8210.0000	Contractual - Other	7,528.00
BA 449	7/18/2011	2210	6049		8610.0000	Conferences & Othr Travel	25.00
BA 449	7/18/2011	2210	6049		9010.0000	Advertising	1,000.00
BA 449	7/18/2011	2210	6049		9400.0000	Equipment Rental	85.00
MORE SICK_BNK_PAYOFFS							
BA 461	7/18/2011	2980	8590		7180.0000	Retirement & Sick Leave	15,000.00
SHRT_TRM_COLL_BND_INC							
BA 465	7/26/2011	1010	2530		9100.0000	Insurance & Bonds	12,000.00
ESTMNVLE_BAYOU IMPRVM							
BA 467	7/26/2011	2081	7510		8080.0000	Service Contracts	5,000.00
BA 467	7/26/2011	2081	7510		9740.0110	Eastmnville Bayou Acc Impr	20,000.00
VARIOUS_ADJUSTMENTS--							
BA 468	7/26/2011	2210	6012		8600.0000	Travel - Mileage	200.00
BA 468	7/26/2011	2210	6012		8610.0000	Conferences & Othr Travel	200.00-
BA 468	7/26/2011	2210	6020		4560.0020	Sewage Permits - Other	1,070.00-

Adjustment Number	G/L Date	Fund	Dept	Sub Dept	Account Number	Account Name	Adjustment Amount
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VARIOUS ADJUSTMENTS-

BA 468	7/26/2011	2210	6020		4560.0040	Type II Permits & Reviews	2,000.00-
BA 468	7/26/2011	2210	6020		5550.0210	Pool Inspection Permits	200.00-
BA 468	7/26/2011	2210	6020		7210.0000	Longevity	26.00-
BA 468	7/26/2011	2210	6020		8100.0000	Bank Service Charges	1,000.00
BA 468	7/26/2011	2210	6021		6270.0070	Food Service Assessment	470.00-
BA 468	7/26/2011	2210	6021		6710.0000	Other Revenue	470.00
BA 468	7/26/2011	2210	6021		7210.0000	Longevity	814.00
BA 468	7/26/2011	2210	6031		7210.0000	Longevity	184.00-
BA 468	7/26/2011	2210	6032		7160.0000	Hospitalization	3.00-
BA 468	7/26/2011	2210	6032		7200.0000	Worker'S Compensation	1.00
BA 468	7/26/2011	2210	6032		7220.0000	Unemployment	2.00
BA 468	7/26/2011	2210	6033		7160.0000	Hospitalization	150.00-
BA 468	7/26/2011	2210	6033		7180.0010	457 Plan Contribution	150.00
BA 468	7/26/2011	2210	6033		7220.0000	Unemployment	20.00
BA 468	7/26/2011	2210	6033		7240.0000	Disability Insurance	20.00-
BA 468	7/26/2011	2210	6034		7160.0000	Hospitalization	25.00-
BA 468	7/26/2011	2210	6034		7180.0010	457 Plan Contribution	10.00
BA 468	7/26/2011	2210	6034		7220.0000	Unemployment	15.00
BA 468	7/26/2011	2210	6044		7210.0000	Longevity	238.00-
BA 468	7/26/2011	2210	6049		7160.0000	Hospitalization	32.00-
BA 468	7/26/2011	2210	6049		7220.0000	Unemployment	32.00
BA 468	7/26/2011	2210	6050		7210.0000	Longevity	461.00-
BA 468	7/26/2011	2210	6053		5170.0000	Medicaid	4,715.00
BA 468	7/26/2011	2210	6053		6070.0260	Medicaid Health Plan	4,700.00-
BA 468	7/26/2011	2210	6053		6710.0000	Other Revenue	15.00-
BA 468	7/26/2011	2210	6053		7180.0010	457 Plan Contribution	1,640.00
BA 468	7/26/2011	2210	6053		7210.0000	Longevity	541.00
BA 468	7/26/2011	2210	6055		8100.0000	Bank Service Charges	20.00
BA 468	7/26/2011	2210	6310		7230.0000	Optical Insurance	67.00-
BA 468	7/26/2011	2210	6310		7240.0000	Disability Insurance	68.00-
BA 468	7/26/2011	2210	6311		7180.0010	457 Plan Contribution	450.00
BA 468	7/26/2011	2210	6311		7190.0000	Dental Insurance	190.00-
BA 468	7/26/2011	2210	6311		7240.0000	Disability Insurance	125.00-

LAPTOP PURCHASE APPVL

BA 481	7/26/2011	2610	3133		5820.0000	Contrib Local-Pub. Safety	1,170.00-
BA 481	7/26/2011	2610	3133		7390.0000	Operational Supplies	1,170.00

TO ADJ TEFAP GRANT

BA 486	7/26/2011	2800	7480		5610.0000	State Of Mich - Welfare	3,512.00-
BA 486	7/26/2011	2800	7480		9390.0000	Building Rental	3,512.00

Action Request



Committee: Finance and Administration Committee

Meeting Date: 8/16/2011

Requesting Department: Fiscal Services

Submitted By: Bob Spaman

Agenda Item: Statement of Review

SUGGESTED MOTION:

To approve the Statement of Review for the month of July, 2011.

SUMMARY OF REQUEST:

Per Diem and mileage payments to Commissioners per the Officers Compensation Commission

FINANCIAL INFORMATION:

Total Cost: \$0.00 General Fund Cost: \$0.00 Included in Budget: Yes No

If not included in budget, recommended funding source:

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated Non-Mandated New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

Goal: 1: Maintain and Improve the Strong Financial Position of the County.

Objective:

- 1: Advocate on legislative issues to maintain and improve the financial position of the County.
- 2: Implement processes and strategies to deal with operational budget deficits.
- 3: Reduce the negative impact of rising employee benefit costs on the budget.
- 4: Maintain or improve bond ratings.

ADMINISTRATION RECOMMENDATION: Recommended Not Recommended Without Recommendation

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, ou=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@cottawa.org
Reason: I am approving this document
Date: 2011.08.11 14:51:56 -0400

Committee/Governing/Advisory Board Approval Date:

STATEMENT OF REVIEW FOR THE MONTH OF: July

Baumann	<u>✓</u>
DeJong	<u>✓</u>
Disselkoen	<u>✓</u>
Holtrop	<u>✓</u>
Holtvluwer	<u>✓</u>
Karsten	<u>✓</u>
Kuyers	<u>✓</u>
Ruiter	<u>✓</u>
Rycenga	<u>✓</u>
Swartout	<u>✓</u>
Visser	<u>✓</u>

**Board of Commissioners
Per Diem and Mileage Voucher**

Commissioner: **Joseph Baumann** For the month beginning July 01, 2011
 Status: **Submitted to Fiscal Services**

Date	Time	Purpose	Mileage	Per Diem
07/12/2011	01:30 PM - 02:45 PM	Board of Commissioners Meeting	26.0	\$40.00
07/19/2011	09:30 AM - 10:30 AM	Finance & Administration Committee	26.0	\$40.00
07/26/2011	01:30 PM - 02:30 PM	Board of Commissioners Meeting	26.0	\$40.00
07/28/2011	10:30 AM - 11:00 AM	Talk on the Town - mileage only	6.0	-
-	-	-	-	-
			Total Per Diem:	\$120.00
			Total Mileage:	84.0 \$46.62
			Total Voucher:	\$166.62

08/05/2011

Revision History

Created by Joseph Baumann on 07/12/2011 11:45:34 PM
 Modified by Joseph Baumann on 07/23/2011 12:07:20 AM
 Modified by Joseph Baumann on 07/27/2011 10:41:37 PM
 Modified by Joseph Baumann on 08/01/2011 11:12:07 PM

**Board of Commissioners
Per Diem and Mileage Voucher**

Commissioner: **Greg DeJong** For the month beginning July 01, 2011
Status: **Submitted to Fiscal Services**

Date	Time	Purpose	Mileage	Per Diem
07/05/2011	01:00 PM - 01:45 PM	Meeting at fillmore complex with road commission/Wright Township & Mark Knudson about Wright township bridge - ad hoc	18.8	\$40.00
-	-	-	-	-
07/06/2011	12:00 PM - 01:45 PM	District 7 MSU extension meeting at Hemlock crossing - ad hoc	36.0	\$40.00
07/07/2011	07:30 PM - 07:45 PM	Polkton board meeting - mileage only	12.5	-
07/11/2011	07:00 PM - 07:15 PM	chester board meeting - mileage only	30.0	-
07/12/2011	01:30 PM - 02:36 PM	Board of Commissioners Meeting	32.0	\$40.00
-	07:00 PM - 07:45 PM	Tallmadge board meeting - mileage only	19.0	-
07/13/2011	08:30 AM - 09:44 AM	Health & Human Services Committee	32.0	\$40.00
-	07:30 PM - 07:45 PM	wright township board - mileage only	26.0	-
07/25/2011	07:15 PM - 07:45 PM	coopersville board meeting - mileage only	15.0	-
07/26/2011	01:30 PM - 02:26 PM	Board of Commissioners Meeting	32.0	\$40.00
07/27/2011	02:00 PM - 05:15 PM	farm bureau meeting - mileage only	3.0	-
07/28/2011	03:00 PM - 04:00 PM	dave & mary peck Muskatawa trial problems - mileage only	32.0	-
-	07:00 PM - 08:30 PM	agriculture preservation meeting - mileage only	21.0	-
-	-	-	-	-
Total Per Diem:				\$200.00
Total Mileage:			309.3	\$171.66
Total Voucher:				\$371.66

08/05/2011

Revision History

Created by Greg DeJong on 07/07/2011 03:01:12 PM
 Modified by Greg DeJong on 07/08/2011 12:20:21 PM
 Modified by Greg DeJong on 07/08/2011 12:22:44 PM
 Modified by Greg DeJong on 07/08/2011 12:23:13 PM
 Modified by Greg DeJong on 08/03/2011 03:06:35 PM
 Modified by Greg DeJong on 08/03/2011 04:02:09 PM
 Modified by Elizabeth Lyyski on 08/05/2011 12:03:29 PM

**Board of Commissioners
Per Diem and Mileage Voucher**

Commissioner: **Donald Disselkoen** For the month beginning July 01, 2011
 Status: **Submitted to Fiscal Services**

Date	Time	Purpose	Mileage	Per Diem
07/05/2011	08:45 AM - 09:45 AM	Holland Museum - Veteran's dedication - mileage only	6.0	-
07/06/2011	09:00 AM - 04:30 PM	MDOT Asset Managment Council	.0	\$70.00
07/11/2011	08:45 AM - 09:45 AM	West Michigan Airport Authority (Tulip City Airport)	11.0	\$40.00
07/12/2011	01:30 PM - 02:36 PM	Board of Commissioners Meeting	23.0	\$40.00
07/14/2011	08:30 AM - 04:00 PM	National Association of Counties - Conference	34.0	\$70.00
07/20/2011	08:00 AM - 11:00 AM	Quarterly meeting with Road Commission - mileage only	23.0	-
07/26/2011	07:30 AM - 09:00 AM	West Michigan Airport Authority (Tulip City Airport)	6.0	\$40.00
-	01:30 PM - 02:26 PM	Board of Commissioners Meeting	23.0	\$30.00
07/28/2011	08:30 AM - 01:30 PM	MDOT Asset Managment Council	.0	\$70.00
-	-	-	-	-
Total Per Diem:				\$360.00
Total Mileage:			126.0	\$69.93
Total Voucher:				\$429.93

08/08/2011

Revision History

Created by Elizabeth Lyyski on 08/05/2011 12:02:01 PM

**Board of Commissioners
Per Diem and Mileage Voucher**

Commissioner: **James Holtrop** For the month beginning July 01, 2011
 Status: **Submitted to Fiscal Services**

Date	Time	Purpose	Mileage	Per Diem
			37.0	-
07/11/2011	08:30 AM - 09:45 AM	Elected officials meeting - mileage only	37.0	\$40.00
07/12/2011	01:30 PM - 02:36 PM	Board of Commissioners Meeting	37.0	\$40.00
07/13/2011	08:30 AM - 09:44 AM	Health & Human Services Committee	22.0	-
07/14/2011	08:15 AM - 08:45 AM	Travel to airport for NACC Conference - mileage only	.0	\$70.00
07/15/2011	09:30 AM - 05:00 PM	National Association of Counties - Steering	.0	\$40.00
07/16/2011	09:00 AM - 12:15 PM	National Association of Counties - Steering	.0	\$70.00
07/17/2011	09:30 AM - 04:30 PM	National Association of Counties - Conference	.0	\$70.00
07/18/2011	08:00 AM - 04:00 PM	National Association of Counties - Conference	22.0	\$40.00
07/19/2011	08:30 AM - 09:45 AM	National Association of Counties - Conference	2.0	-
07/21/2011	08:00 AM - 09:15 AM	Breakfast with township officials - mileage only	37.0	\$40.00
07/26/2011	01:30 PM - 02:26 PM	Board of Commissioners Meeting	-	-
Total Per Diem:				\$410.00
Total Mileage:			194.0	\$107.67
Total Voucher:				\$517.67

08/05/2011

Revision History

Created by James Holtrop on 07/11/2011 11:21:16 AM
 Modified by James Holtrop on 07/20/2011 07:14:37 PM
 Modified by James Holtrop on 07/21/2011 09:35:13 AM
 Modified by Elizabeth Lyyski on 08/05/2011 12:07:04 PM

**Board of Commissioners
Per Diem and Mileage Voucher**

Commissioner: **James Holtvluwer** For the month beginning July 01, 2011
 Status: **Submitted to Fiscal Services**

Date	Time	Purpose	Mileage	Per Diem
07/06/2011	04:00 PM - 05:15 PM	Parks & Recreation Commission	32.0	\$40.00
07/12/2011	01:30 PM - 02:36 PM	Board of Commissioners Meeting	32.0	\$40.00
07/14/2011	09:30 AM - 10:21 AM	Planning and Policy Committee	32.0	\$40.00
07/26/2011	01:30 PM - 02:26 PM	Board of Commissioners Meeting	32.0	\$40.00
-	-	-	-	-
			Total Per Diem:	\$160.00
			Total Mileage:	128.0 \$71.04
			Total Voucher:	\$231.04

08/05/2011

Revision History

Created by James Holtvluwer on 07/11/2011 08:07:35 AM
 Modified by James Holtvluwer on 07/28/2011 04:13:29 PM
 Modified by Elizabeth Lyyski on 08/05/2011 12:09:27 PM

**Board of Commissioners
Per Diem and Mileage Voucher**

Commissioner: **Robert Karsten** For the month beginning July 01, 2011
Status: **Submitted to Fiscal Services**

Date	Time	Purpose	Mileage	Per Diem
07/12/2011	01:30 PM - 02:36 PM	Board of Commissioners Meeting	24.0	\$40.00
07/13/2011	08:30 AM - 09:44 AM	Health & Human Services Committee	24.0	\$40.00
07/18/2011	04:00 PM - 04:25 PM	CMH Board Administrative & Finance Committee	6.0	\$40.00
07/19/2011	09:32 AM - 10:35 AM	Finance & Administration Committee	24.0	\$40.00
07/26/2011	01:30 PM - 02:26 PM	Board of Commissioners Meeting	24.0	\$40.00
-	-	-	-	-
Total Per Diem:				\$200.00
Total Mileage:			102.0	\$56.61
Total Voucher:				\$256.61

08/05/2011

Revision History

Created by Robert Karsten on 07/18/2011 07:56:50 PM
Modified by Elizabeth Lyyski on 08/05/2011 12:12:12 PM

**Board of Commissioners
Per Diem and Mileage Voucher**

Commissioner: **Philip Kuyers** For the month beginning July 01, 2011
Status: **Submitted to Fiscal Services**

Date	Time	Purpose	Mileage	Per Diem
07/06/2011	12:00 PM - 01:30 PM	MSU Cooperative Extension Board .	13.0	\$40.00
-	04:00 PM - 05:45 PM	Parks & Recreation Commission	2.0	\$30.00
07/12/2011	01:30 PM - 02:36 PM	Board of Commissioners Meeting	2.0	\$40.00
07/26/2011	01:30 PM - 02:26 PM	Board of Commissioners Meeting	2.0	\$40.00
-	-	-	-	-
			Total Per Diem:	\$150.00
			Total Mileage:	19.0 \$10.55
			Total Voucher:	\$160.55

08/05/2011

Revision History

Created by Philip Kuyers on 07/10/2011 09:16:36 PM
Modified by Philip Kuyers on 07/17/2011 08:53:41 AM
Modified by Elizabeth Lyyski on 08/05/2011 12:13:38 PM

**Board of Commissioners
Per Diem and Mileage Voucher**

Commissioner: **Jane Ruiter** For the month beginning July 01, 2011
Status: **Submitted to Fiscal Services**

Date	Time	Purpose	Mileage	Per Diem
07/12/2011	01:30 PM - 02:36 PM	Board of Commissioners Meeting	30.0	\$40.00
07/14/2011	09:30 AM - 10:30 AM	Planning and Policy Committee	30.0	\$40.00
07/26/2011	01:30 PM - 02:26 PM	Board of Commissioners Meeting	30.0	\$40.00
-	-	-	-	-
Total Per Diem:				\$120.00
Total Mileage:			90.0	\$49.95
Total Voucher:				\$169.95

08/05/2011

Revision History

Created by Jane Ruiter on 07/14/2011 12:06:08 PM
Modified by Elizabeth Lyyski on 08/05/2011 12:14:38 PM

**Board of Commissioners
Per Diem and Mileage Voucher**

Commissioner: **Roger Rycenga** For the month beginning July 01, 2011
Status: **Submitted to Fiscal Services**

Date	Time	Purpose	Mileage	Per Diem
07/11/2011	09:00 AM - 09:30 AM	Veterans' Affairs Committee	14.0	\$40.00
07/12/2011	01:30 PM - 02:36 PM	Board of Commissioners Meeting	14.0	\$40.00
07/14/2011	09:30 AM - 10:30 AM	Planning and Policy Committee	14.0	\$40.00
07/19/2011	09:30 AM - 10:30 AM	Finance & Administration Committee	14.0	\$40.00
07/20/2011	08:15 AM - 10:00 AM	met with road commission - mileage only	14.0	-
07/26/2011	01:30 PM - 02:26 PM	Board of Commissioners Meeting	14.0	\$40.00
07/28/2011	11:00 AM - 01:00 PM	WEMET - mileage only	36.0	-
-	-	-	-	-
Total Per Diem:				\$200.00
Total Mileage:			120.0	\$66.60
Total Voucher:				\$266.60

08/05/2011

Revision History

Created by Roger Rycenga on 08/04/2011 09:10:59 PM
Modified by Elizabeth Lyyski on 08/05/2011 12:15:35 PM

**Board of Commissioners
Per Diem and Mileage Voucher**

Commissioner: **Dennis Swartout** For the month beginning July 01, 2011
 Status: **Submitted to Fiscal Services**

Date	Time	Purpose	Mileage	Per Diem
07/12/2011	01:30 PM - 02:36 PM	Board of Commissioners Meeting	26.0	\$40.00
07/14/2011	09:30 AM - 10:21 AM	Planning and Policy Committee	26.0	\$40.00
07/19/2011	09:32 AM - 10:35 AM	Finance & Administration Committee	26.0	\$40.00
-	-	-	-	-
			Total Per Diem:	\$120.00
			Total Mileage:	78.0 \$43.29
			Total Voucher:	\$163.29

08/05/2011

Revision History

Created by Elizabeth Lyyski on 08/05/2011 12:13:55 PM

**Board of Commissioners
Per Diem and Mileage Voucher**

Commissioner: **Stu Visser** For the month beginning July 01, 2011
Status: **Submitted to Fiscal Services**

Date	Time	Purpose	Mileage	Per Diem
07/11/2011	09:00 AM - 10:45 AM	Veterans' Affairs Committee	28.0	\$40.00
07/12/2011	01:30 PM - 03:00 PM	Board of Commissioners Meeting	28.0	\$40.00
07/13/2011	08:30 AM - 10:00 AM	Health & Human Services Committee	28.0	\$40.00
07/14/2011	09:30 AM - 11:00 AM	Planning and Policy Committee	28.0	\$40.00
07/20/2011	10:00 AM - 11:30 AM	Local Emergency Planning Commission (LEPC)	28.0	\$40.00
07/26/2011	01:30 PM - 03:00 PM	Board of Commissioners Meeting	28.0	\$40.00
-	-	-	-	-
			Total Per Diem:	\$240.00
			Total Mileage:	168.0 \$93.24
			Total Voucher:	\$333.24

08/05/2011

Revision History

Created by Stu Visser on 07/29/2011 10:47:30 PM

Action Request



Committee: Finance and Administration Committee

Meeting Date: 8/16/2011

Requesting Department: Administrator's Office

Submitted By: Keith Van Beek

Agenda Item: Agreement for Property Assessment Administration Services

SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the Agreement for Property Assessment Administration Services with the City of Grand Haven.

SUMMARY OF REQUEST:

Since early this year County staff have been involved in discussions with communities from northwest Ottawa regarding various collaborative ventures, which also resulted in the earlier approved Plante and Moran Study in conjunction with the Michigan Municipal League. Subsequently all three assessing employees in the City of Grand Haven announced their retirement and an opportunity was pursued for the County to provide assessing services in a trial period.

The attached agreement outlines the respective responsibilities between the parties for an initial period of two (2) years. Under a separately requested action, Equalization would hire one (1) additional full-time appraiser to perform the majority of this work, along with other adjustments in part-time and contractual hours. We will closely monitor and track this project as a basis to evaluate not only this arrangement with the City of Grand Haven, but also the potential to expand this service offering to other interested local communities.

This project is another example of efforts to examine opportunities for service delivery with local units of government, as supported in the Board Strategic Plan and asked for by the Governor. Our continued focus is to explore possibilities for collaboration where: services are maintained or enhanced, cost savings are realized by the local unit and County costs are covered.

FINANCIAL INFORMATION:

Total Cost: \$160,113.00 General Fund Cost: \$160,113.00 Included in Budget: Yes No

If not included in budget, recommended funding source: Reimbursement for costs by the City of Grand Haven

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated Non-Mandated New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

Goal: 4: To Continually Improve the County's Organization and Services.

Objective: 4: Examine opportunities for service-delivery with local units of government.

ADMINISTRATION RECOMMENDATION: Recommended Not Recommended Without Recommendation

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, o=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@ottawacounty.org
Reason: I am approving this document
Date: 2011.08.11 14:49:59 -0400

Committee/Governing/Advisory Board Approval Date:

AGREEMENT FOR PROPERTY ASSESSMENT
ADMINISTRATION SERVICES

This Agreement is made as of _____, 2011, by the City of Grand Haven, a Michigan municipal corporation, 519 Washington Ave., Grand Haven, MI 49417 (“the City”) and the County of Ottawa, a Michigan municipal corporation, 12220 Fillmore St., West Olive, MI 49460 (“Ottawa County”), with reference to the following facts and circumstances:

A. The City of Grand Haven, pursuant to the Michigan General Property Tax Act, MCL 211.1 *et seq.*, and Chapter 9 of the Grand Haven Charter has the power and is required to perform real and personal property tax appraisals and assessments for all nonexempt real and personal property located within the geographic boundaries of the City for the purpose of levying state and local property taxes.

B. Section 34(3) of the Michigan General Property Tax Act, MCL 211.34(3), provides that a county board of commissioners, through its equalization department, may furnish assistance to local assessing officers in the performance of certain of these legally mandated municipal property appraisal and assessment responsibilities.

C. The State of Michigan encourages cooperation and service sharing between local government units like the City and Ottawa County, and intends to consider such cooperation and service sharing in its decisions about distribution of the State of Michigan revenue storing funds.

D. The City has requested that Ottawa County’s Equalization Department provide assistance in performing the property assessment administration services (as described and defined in this Agreement) and has agreed to reimburse Ottawa County for these services as provided for in this Agreement.

E. Ottawa County is willing to assist the City of Grand Haven by providing the requested property assessment administration services under the terms and conditions of this Agreement.

NOW, THEREFORE in consideration of the mutual promises and representations, set forth in this Agreement, and for other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, the City and Ottawa County agree as follows:

1. General Agreement: Ottawa County agrees to provide a property assessment administration program for the City. The program will be administered by the Ottawa County Equalization Director, or designated representative, who will list, approve, and maintain a complete set of records of all real and personal property subject to ad valorem taxation, specific taxes, in lieu-of-tax agreements, and exempt properties within the

corporate limits of the City. Ottawa County agrees to perform the following services through its employees, and provide the materials set forth herein:

A. **Scope of Service** - To classify and appraise accurately, according to the constitution and laws of the State of Michigan, each parcel of real property which lies within the corporate boundaries of the City, and to process accurately all assessable personal property that is in the City, and use the methods prescribed by the Michigan State Tax Commission. At least 20% of the parcels in the City will be inspected and reappraised each year, so that each parcel in the City is inspected and reappraised at least once every five years. The Equalization Department will provide an assessment roll as required. The final factor will be determined by the action of the City's Board of Review, county equalization, and the process of state equalization as determined by the State Tax Commission. Additionally, during the initial two years of this Agreement, Ottawa County will verify and update property cards to assure compliance with the Michigan State Tax Commission's 14 point review as outlined in Section 2(B) of this Agreement.

B. **Qualified Staff** - All Ottawa County employees engaged in the performance of this Agreement shall be professional in manner and appearance, and be trained and qualified in property appraisal techniques. The assessment roll will be certified by qualified personnel by the State Tax Commission, as required for the City's size and State Equalized Value.

C. **Equipment and Supplies** – The City will provide all equipment and supplies needed for the routine performance of its duties, except as otherwise set forth herein.

D. **Maps and Records** - The City shall provide current land use maps, zoning maps, street/centerline maps, plats, topographical maps, sewer and water maps, and shall make available any records or data which may be of use in making the appraisal, without cost to Ottawa County. Ottawa County has implemented a GIS system in which mapping data is maintained. The GIS system is addressed in Section 1.M. of this Agreement.

E. **Appraisal Manuals/Schedules** - The current Michigan State Tax Commission Assessor's Manuals shall be the cost schedules used in the appraisal of all properties. All cost schedules shall be indexed to reflect current costs as of Tax Day.

F. **Record Cards** - Ottawa County will maintain the master file at the Grand Haven City Hall with electronic access available to Ottawa County. The master file shall be the property of the City.

G. **Conduct of Operations** - Both parties recognize that good public relations are vital to the success of the assessment administration program. During the terms of this Agreement, Ottawa County employees shall endeavor to promote understanding and amicable relations with all members of the public. Employees

will be assigned by the Equalization Director to maintain limited office hours at the Grand Haven City Hall or the Ottawa County Courthouse to conduct their duties, interact with Municipal Staff, attend meetings, promote community relations, and to meet with property owners about assessment issues and questions. If at City Hall, the City will provide adequate office area and operational infrastructure, such as telecommunication, data communication, utilities, networking capabilities, and electronic storage capacity, to adequately support required staff activities and necessary ancillary functions. The accommodations shall be safe, modern, and reflect a professional function. All electronic data interfaces shall be compatible with Ottawa County information protocols and standards.

When systems or resources are scheduled to be shutdown, notice shall be relayed in advance to Ottawa County to allow for substitute assignments for any staff. When possible, system maintenance should not be scheduled during regular business hours. When possible, any maintenance that is performed by representatives of the City on the computer equipment owned by Ottawa County will be coordinated with a representative of the Information Technology Department of the County to avoid conflicts in configuration and application issues.

H. **Property Owner Notification and Official Statements** - It shall be the responsibility of Ottawa County to notify the property owners of increased assessed and taxable values, as provided by law, as well as to distribute personal property statements and other official forms.

I. **Assessment Roll** - Ottawa County shall prepare the assessment roll and certify it for the City in a timely manner.

J. **Board of Review** – Ottawa County Staff will advise and assist the City's Board of Review in preparing for, conducting, and implementing any changes resulting from the required meeting of the Board.

K. **Appeals** - The Ottawa County Equalization Director, or designated representative, shall represent the City in all property assessment appeals and in proceedings before the Michigan Tax Tribunal concerning properties under this Agreement. The City shall designate and provide the legal services for such appeals or proceedings; however, costs or expenses which may be incurred by Ottawa County in employing additional counsel, expert appraisers, or performing extraordinary specific appraisal work in connection with such appeals, proceedings, or other functions shall be paid by the City provided that the Equalization Director seeks and obtains approval from the City prior to incurring such costs or expenses. Additionally, should either party terminate this Agreement, the County, or designated representative, shall represent the City in all property assessment appeals and in proceedings filed during the existence of this agreement. The fee shall be \$75.00 per hour for preparation, appearance, and travel after termination of the Agreement.

L. **Computerized Appraisals and Information Technology** – Ottawa County will provide staff, equipment, and software to maintain electronic property records using a computer assisted mass appraisal system. Assessment administration, including digital photography and sketching, as well as general business application software shall be prescribed by the County and will be compatible with applications currently in use by the City. Data patches and solutions shall be reached using collaborative, shared resources to achieve greatest possible compatibility. All property information shall adhere to the requirements and specifications of Ottawa County. The records will be utilized for annual valuation updates. The County may request the assistance of designated staff of the City to determine proper neighborhoods for market value determinations. The County will ensure that the assessment records reflect the property’s true cash value, assessed valuation, and taxable valuation to be utilized for any property tax calculations in conformance with all requirements of the General Property Tax law, MCL 211.1 et seq.

M. **Geographical Information Systems** – Ottawa County and the City shall utilize Ottawa County’s geographical information system in implementing this Agreement. An independent agreement may govern this function.

N. **Special Assessments** - Special assessment benefit analyses, roll preparation, processing, and related reports will be provided by Ottawa County when formally requested. The fee shall be \$50.00 per hour.

2. **Payment for Services Provided:**

A. **General Tax Roll Maintenance Services** – Except as otherwise provided in subparagraph 2(b) below, payment to Ottawa County for the services provided under this Agreement shall not exceed \$120,000 in year one of this Agreement. Ottawa County will submit monthly invoices on the first day of each month as follows:

Date of Invoice:	Amount:
Month 1	\$10,000
Month 2	\$10,000
Month 3	\$10,000
Month 4	\$10,000
Month 5	\$10,000
Month 6	\$10,000
Month 7	\$10,000
Month 8	\$10,000
Month 9	\$10,000
Month 10	\$10,000
Month 11	\$10,000
Month 12	<u>\$10,000</u>
Total	\$120,000

The monthly invoices from Ottawa County will be processed and paid by the City in accordance with standard City procedures. The payment amount and terms may be renegotiated by the parties for year two of this Agreement, or by mutual agreement, may be continued through _____, 2013.

B. **Michigan State Tax Commission's 14 Point Review** – During the initial two years of this Agreement, in addition to the general tax roll maintenance services as specified above, the City shall pay to Ottawa County an annual amount not to exceed \$28,438 to cover re-appraisal of commercial and industrial parcels to assure compliance with State Tax Commission's fourteen point review ("STC 14 Point Catch-Up Fee"). STC 14 Point Catch-Up Fee to be added to each monthly invoice based on actual additional hours spent re-appraising industrial and commercial properties. Following the initial two years of this Agreement, Ottawa County shall have all records associated with the Michigan State Tax Commission's 14 fourteen point review up to date, and the STC 14 Point Catch-Up Fee shall no longer be paid by the City.

3. **County Expenses**: Ottawa County will also be reimbursed on a monthly basis for the reimbursable expenses set forth in Exhibit A hereto, in a not to exceed annual amount of \$11,675. All expenses will be billed to the City in such detail and/or with sufficient supporting documentation as may be reasonably required by the City.

4. **Independent Contractor**: At all times and for all purposes under this Agreement, the relationship of Ottawa County to the City shall be that of an independent contractor. All employees of Ottawa County who perform services under this Agreement shall be and remain employees of Ottawa County, subject to the discipline, supervision, direction, policies and control of Ottawa County, the Ottawa County Administrator, and the Equalization Director.

5. **Indemnification and Hold Harmless**: Each party shall indemnify and hold the other party harmless from claims which are the result of an alleged error, mistake, negligence or intentional act or omission of the other party, its officers, employees, agents and assigns.

6. **Insurance**: The City will include Ottawa County, the Ottawa County Equalization Department and their officers, employees and agents as additional named insureds on a policy of insurance for all risks. The required insurance policy shall have comprehensive general policy limits of not less than \$1,000,000. Ottawa County will include the City and its officers, employees and agents as additional named insureds on a policy of insurance for all risks. The required insurance policy will have comprehensive general policy limits of not less than \$1,000,000. Ottawa County will provide Worker's Compensation Coverage on its employees. Written proof of the existence of such insurances will be supplied by the City and Ottawa County as of effective date of this Agreement, and at such times during the term thereafter as Ottawa County or the City may reasonably require.

7. **Term of Agreement:** The effective date of this Agreement shall be _____, 2011. This Agreement shall continue in effect from the effective date through _____, 2013. It may be renewed thereafter for up to five (5) successive one (1) year terms, by mutual written agreement of the parties, entered into not later than _____, 2013, and _____ of each expiring one (1) year term thereafter.

8. **Miscellaneous:**

A. **Section Headings.** The headings of the several sections shall be solely for convenience of reference and shall not affect the meaning, construction or effect hereof.

B. **Severability.** If any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, then such provision or provisions shall be deemed severable from the remaining provisions hereof, and such invalidity, illegality or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

C. **Entire Agreement and Amendment.** In conjunction with matters considered herein, this Agreement contains the entire understanding and agreement of the parties and there have been no promises, representations, agreements, warranties or undertakings by any of the parties, either oral or written, of any character or nature hereafter binding except as set forth herein. This Agreement may be altered, amended or modified only by an instrument in writing, executed by the parties to this Agreement and by no other means. Each party waives their future right to claim, contest or assert that this Agreement was modified, canceled, superseded or changed by any oral agreements, course of conduct, waiver or estoppel.

D. **Successors and Assigns.** All representations, covenants and warranties set forth in the Agreement by or on behalf of, or for the benefit of any or all of the parties hereto, shall be binding upon and inure to the benefit of such party, its successors and assigns.

E. **Terms and Conditions.** The terms and conditions used in this Agreement shall be given their common and ordinary definition and will not be construed against either party.

F. **Execution of Counterparts.** This Agreement may be executed in any number of counterparts and each such counterparts shall for all purposes be deemed to be an original; and all such counterparts, or as many of them as the parties shall preserve undestroyed, shall together constitute one and the same instrument.

In witness whereof the parties have executed this Agreement as of the effective date set forth herein.

CITY OF GRAND HAVEN:

By: _____

Roger Bergman

Its: Mayor

By: _____

Linda Niotis

Its: City Clerk

COUNTY OF OTTAWA:

By: _____

Philip Kuyers

Its: Chairperson, Board of Commissioners

By: _____

Daniel C. Krueger

Its: County Clerk

E X H I B I T A - R E I M B U R S A B L E E X P E N S E S

Oper Materials and Supplies				ESTIMATED AMOUNT
Business cards		1000	\$100	
New Com/Ind Cards		700	0.12	\$100
New Res Cards		1200	0.08	\$100
Door hangers field work		1400	0.25	\$350
Letterhead/Envelopes		1500	0.07	\$100
Mathew Gast Forms		150	0.10	\$20
PRE Forms		200	0.10	\$20
Real Property Stmt's		50	0.10	\$10
Paper		5000	0.01	\$50
Camera/Field work tools				\$0
				\$850
Membership and Dues				
Certification fee				\$100
MAA Organization fee				\$75
				\$175
Printing and publishing				
Personal Property Stmt's		774	0.61	\$472
Print Valuation statements		9000	0.08	\$720
Change Notices		6157	0.45	\$2,771
Postings BOR/Ratios		4	125	\$500
				\$4,500
Postage				
Some included in Printing and Publishing				
Postage		1200	0.46	\$552
BOR Mailings and Documentation		100	0.60	\$60
				\$650
Transportation				
Mileage/fuel		2000	0.60	\$1,200
				\$1,200
Professional Development				
MAA Class	class \$150/Mileage \$75/Meal \$45			\$270
				\$300
Copying				
Copying				\$100
				\$100
Software and Equipment				
BS&A Equalizer Mainten.				\$1,787
Apex Mainten.				\$600
Ottawa County Imaging Software				\$1,500
Computers and printers*				\$0
				\$3,900
Not To Exceed Amount				\$11,675
Professional/Contractual				
Professional/Contractual for MTT Work	Estimate from previous city budget, not subject to the "not to exceed amount".			\$8,500
				\$8,500

Action Request



Committee: Finance and Administration Committee

Meeting Date: 8/16/2011

Requesting Department: Human Resources

Submitted By: Marie Waalkes

Agenda Item: Equalization Personnel Request to Create One (1) FTE Appraiser III

SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the request from Equalization to create One (1) FTE Appraiser III (Group T, Paygrade 13, C Step) at a cost of \$60,991. Funding to come from the City of Grand Haven pursuant to the Agreement for Property Assessment Administration Services. This position will sunset two (2) years from the effective date of the Agreement. It may be renewed thereafter for up to five (5) successive one (1) year terms by mutual written agreement of the parties.

SUMMARY OF REQUEST:

Ottawa County agrees to provide a property assessment administration program for the City of Grand Haven. The program will be administered by the Ottawa County Equalization Director, or designated representative, who will list, approve, and maintain a complete set of records of all real and personal property subject to ad valorem taxation, specific taxes, in lieu-of-tax agreements, and exempt properties within the corporate limits of the City.

For additional information, see the Agreement for Property Assessment Administration Services.

FINANCIAL INFORMATION:

Total Cost: \$60,991.00 | General Fund Cost: \$60,991.00 | Included in Budget: Yes | No

If not included in budget, recommended funding source: Cost to be reimbursed according to the Agreement with the City of Grand Haven

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated | Non-Mandated | New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

Goal: 4: To Continually Improve the County's Organization and Services.

Objective: 4: Examine opportunities for service-delivery with local units of government.

ADMINISTRATION RECOMMENDATION: Recommended | Not Recommended | Without Recommendation

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, o=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@ciottawa.org
Reason: I am approving this document
Date: 2011.08.11 14:28:53 -0400

Committee/Governing/Advisory Board Approval Date:

COUNTY OF OTTAWA
2011 REGULAR FULL-TIME OR PART-TIME (BENEFITED) POSITION
REQUEST FORM

Please Print Form and Return to the Fiscal Services Department

POSITION TITLE: Appraiser III

FUND/DEPARTMENT NUMBER:

CHECK ONE: New Position: Number of hours per week requested: 40
 Expansion of Existing Hours: From: _____ To: _____ per week

GENERAL INFORMATION:

1. Bargaining Unit: Group T

2. Proposed Pay Grade: Paygrade 13

3. Briefly describe the functions of this position:
To classify and appraise accurately, according to the constitution and laws of the State of Michigan, each parcel of real property which lies within the corporate boundaries of the City of Grand Haven, and to process accurately all assessable personal property that is in the City, and use the methods prescribed by the Michigan State Tax Commission.
4. Describe the justification for this position (Provide supporting documentation if appropriate.)
See Agreement for Property Assessment Administration Services.
5. Please identify the goals in the Board of Commissioners' Strategic Plan that this position will help to fulfill.
Goal #4 - To Continually Improve the County's Organization and Services.
6. Will the job functions of this position be for mandated or discretionary functions of the department?
Mandated.
7. How will this position specifically impact the department's performance measurements and what process will be used to measure the outcomes?
At least 20% of the parcels in the City will be inspected and reappraised each year, so that each parcel in the City is inspected and reappraised at least once every five years. The Equalization Department will provide an assessment roll as required. The final factor will be determined by the action of the City's Board of Review, county equalization, and the process of state equalization as determined by the State Tax Commission. Additionally, during the initial two years of this Agreement, Ottawa County will verify and update property cards to assure compliance with the Michigan State Tax Commission's 14 point review as outlined in Section 2(B) of this Agreement.

(If the position being requested does not have an existing job description, please attach a description of anticipated duties.)

COST INFORMATION:

ESTIMATED SALARY COST FOR THE BUDGET YEAR: \$42,537.00

ESTIMATED FRINGE BENEFIT COSTS FOR THE BUDGET YEAR: \$18,454.00

ESTIMATED COST OF EQUIPMENT NEEDED IN CONJUNCTION WITH POSITION: \$60,991.00
(If equipment is required, please complete an equipment request form and indicate it is for a new position.)

SIGNED: _____ DATE: _____

BUDGET DATA: _____ **CONTROL #:** _____

Fiscal Services Department Use Only

Fiscal Services Department Use Only

County of Ottawa
 Estimated Personnel Costs
 Equalization 1010-2250

Employee Name	Union code	W/C code	FTE	Salaries Permanent	FICA	Hospit- talization	OPEB	Life	Retirement	Dental	W/C	Unemployment	Optical	Disability	Total Fringes	Total Salaries & fringes
Appraiser III C Step	12	8810	1.0000	\$42,537	\$3,254	\$9,302	\$974	\$84	\$3,845	\$628	\$10	\$149	\$93	\$115	\$18,454	\$60,991
				\$42,537	\$3,254	\$9,302	\$974	\$84	\$3,845	\$628	\$10	\$149	\$93	\$115	\$18,454	\$60,991
				7040.0000	7150.0000	7160.0000	7160.0020	7170.0000	7180.0000	7190.0000	7200.0000	7220.0000	7230.0000	7240.0000		

Action Request



Committee: Finance and Administration Committee

Meeting Date: 8/16/2011

Requesting Department: Human Resources

Submitted By: Marie Waalkes

Agenda Item: Community Mental Health Personnel Request to Reclassify a Staff Psychiatrist Position to a Community Mental Health Medical Director

SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the request to reclassify the position of 1.0 FTE Staff Psychiatrist (Unclassified, Paygrade 19) to 1.0 FTE Community Mental Health Medical Director (Unclassified, Paygrade 25) at a cost of \$36,968.00. Funding for this position to come from Medicaid funds.

SUMMARY OF REQUEST:

This position represents an upgrade of the existing CMH Staff Psychiatrist position, which has been vacant since October 2010. A part-time contractual physician has been acting as Medical Director, but is unable to provide more than is minimally required by contract with the Department of Community Health, due to capacity limitations. Federal health care reform, advances in the use of evidence-based practices and medication algorithms, an increasingly chronically ill patient population, and a mandate from the Department of Community Health to develop integrated health initiatives with community partners require a Medical Director who is on-site full time.

Under the direction of the Executive Director, this position will oversee the development and evaluation of standards of medical care throughout the agency, provide medical direction to Community Mental Health's medical staff, and advise the Executive Director in matters of medical policy. This position will: establish medical protocols and practices in compliance with established professional standards of care and practices and the Michigan Mental Health Code; provide clinical supervision of health professionals; act as liaison to local medical community; examine and treat patients; and perform related duties as required.

FINANCIAL INFORMATION:

Total Cost: \$36,968.00 General Fund Cost: \$0.00 Included in Budget: Yes No

If not included in budget, recommended funding source: Medicaid Funds

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated Non-Mandated New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

Goal: 3: To Contribute to a Healthy Physical, Economic, & Community Environment. & 4: To Continually Improve the County's Organization and Services.

Objective: 4: Continue initiatives to positively impact the community. & 1: Review and evaluate the organization, contracts, programs, systems, and services for potential efficiencies.

ADMINISTRATION RECOMMENDATION: Recommended Not Recommended Without Recommendation

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, c=US, o=County of Ottawa, ou=Administrator's Office, email=avanderberg@ottawacounty.org
Reason: I am approving this document
Date: 2011.08.11 14:35:49 -0400

Committee/Governing/Advisory Board Approval Date:

COUNTY OF OTTAWA
2011 REGULAR FULL-TIME OR PART-TIME (BENEFITED) POSITION
REQUEST FORM

Please Print Form and Return to the Fiscal Services Department

POSITION TITLE: CMH Medical Director **FUND/DEPARTMENT NUMBER:**
2220.6495.5020 (.10 FTE); 2220.6495.5029 (.10 FTE); 2220.6493.3254 (.40 FTE); 2220.6494.4245 (.40 FTE)

CHECK ONE: New Position: (**Reclassification**) Number of hours per week requested: _____
 Expansion of Existing Hours: From: _____ To: _____ per week

GENERAL INFORMATION:

1. Bargaining Unit:

2. Proposed Pay Grade:

3. Briefly describe the functions of this position:
Under the direction of the Executive Director, oversees the development and evaluation of standards of medical care throughout the agency, provides medical direction to Community Mental Health's medical staff, and advises the Executive Director in matters of medical policy. Establishes medical protocols and practices in compliance with established professional standards of care and practices and the Michigan Mental Health Code, provides clinical supervision of health professionals; acts as liaison to local medical community; examines and treats patients; and performs related duties as required.
4. Describe the justification for this position (Provide supporting documentation if appropriate.)
This position represents an upgrade of the existing CMH Staff Psychiatrist position, which has been vacant since October 2010. A part-time contractual physician has been acting as Medical Director, but is unable to provide more than is minimally required by contract with the Department of Community Health, due to capacity limitations. Federal health care reform, advances in the use of evidence-based practices and medication algorithms, an increasingly chronically ill patient population, and a mandate from the Department of Community Health to develop integrated health initiatives with community partners require a Medical Director who is on-site full time.
5. Please identify the goals in the Board of Commissioners' Strategic Plan that this position will help to fulfill.
To contribute to a healthy physical, economic and community environment. To continually improve the County's organization and services.
6. Will the job functions of this position be for mandated or discretionary functions of the department?
Mandated
7. How will this position specifically impact the department's performance measurements and what process will be used to measure the outcomes?
Psychiatry is one of the core services for treatment of severely mentally ill individuals. CMH has established a robust clinical outcomes database that focuses heavily on recovery-oriented markers (e.g., symptom reduction, reduced hospitalization, increased adherence to treatment, etc.). Additionally, DCH and CARF standards demand meticulous adherence standards that must be managed by a physician (e.g., peer review process, prescribing standards, etc.). The Medical Director will be the primary architect of programs and systems that result in positive clinical outcomes, reduced organizational risk (e.g., sentinel event), and efficient use of agency funds.

(If the position being requested does not have an existing job description, please attach a description of anticipated duties.)

COST INFORMATION: (Difference between the U 19 and the U25)

ESTIMATED SALARY COST FOR THE BUDGET YEAR:

ESTIMATED FRINGE BENEFIT COSTS FOR THE BUDGET YEAR:

ESTIMATED COST OF EQUIPMENT NEEDED IN CONJUNCTION WITH POSITION:
(If equipment is required, please complete an equipment request form and indicate it is for a new position.)

\$2,000.00

SIGNED: Michael Broshears, psy. I

DATE: July 29, 2011

BUDGET DATA: _____
Fiscal Services Department Use Only

CONTROL #: _____
Fiscal Services Department Use Only

OTTAWA COUNTY

TITLE: MEDICAL DIRECTOR
DEPARTMENT: CMH

EMPLOYEE GROUP: UNCLASSIFIED
GRADE:

JOB SUMMARY:

Under the general direction of the Executive Director, oversees the development and evaluation of standards of medical care throughout the agency; provides medical direction to Community Mental Health's medical staff; and advises the Executive Director in matters of medical policy. Establishes medical protocols and practices in compliance with established professional standards of care and practices and the Michigan Mental Health Code; provides clinical supervision of health professionals; acts as liaison to local medical community; examines and treats patients; and performs related duties as required.

ESSENTIAL JOB FUNCTIONS: The essential functions of this position include, but are not limited to, the following:

Administrative Duties

1. Serves as chief medical advisor to the Executive Director.
2. Evaluates and reviews the need for agency-wide psychiatric services and the effectiveness of existing programs, and recommends program changes to meet identified needs and priorities.
3. Develops, maintains, and revises medical protocols, policies and procedures in conjunction with medical, nursing, and administrative staff and in compliance with MDCH accreditation standards.
4. Ensures adequate psychiatric coverage for all agency programs.
5. Acts as chair of the psychiatric peer review system and monthly medical staff meetings.
6. Member of the CMH Leadership Committee.
7. Serves on and/or assigns/delegates agency medical/nursing staff to serve on agency committees and community collaborative initiatives.
8. Provides consultation to managers in all areas of operations in matters of medical policy, standards of medical care and the implementation of changes in federal and local laws, ordinances, regulations and statutes pertaining to standards of care and practice.
9. Develops and directs the implementation of quality assurance and quality control practices and protocols for the delivery of medical care to clients.
10. Maintains cooperative relations with the medical community, other health care agencies, professional organizations, government bodies and funding source.
11. Establishes and maintains effective working relationships with representatives of professional societies and health agencies at the local, state, and federal level to insure the compliance of the agency's various health programs with national and statewide medical guidelines.
12. Participates in the delivery of in-service training and continuing education to agency staff, contractual partners, and community medical practices.
13. Ensures that all department practices and procedures with respect to client medical records and personal health information comply with HIPAA and all other statutory rules and regulations governing the integrity and confidentiality of said information.
14. Participates in agency Reviews of Death, Hospital Reconsiderations, and second opinions.
15. Provides clinical supervision to mid-level providers.

Clinical Duties

1. Provides direct psychiatric services to consumers.
2. Conducts initial and periodic psychiatric assessments, including DSM IV diagnosis and recommendations.
3. Collects data from multiple sources using assessment techniques that are appropriate to the consumer's language, culture, and developmental stage, including, but not limited to, screening evaluations, psychiatric rating scales, and other standardized instruments.
4. Differentiates psychiatric presentations of medical conditions from psychiatric disorders and arranges appropriate evaluation and follow-up
5. Diagnoses psychiatric and substance use disorders.
6. Differentiates between exacerbation and reoccurrence of a chronic psychiatric disorder and signs and symptoms of a new mental health problem or a new medical or psychiatric disorder
7. Develops a treatment plan for mental health problems and psychiatric disorders based on biopsychosocial theories, evidence-based standards of care, and practice guidelines
8. Prescribes and manages psychotropic medication regimens.
9. Prescribes and manages medication regimens for substance-use disorders.
10. Responds to emergencies within regularly scheduled clinic hours.
11. Provides clinical second opinions as requested by consumers,
12. Reviews and signs Person-Centered Treatment Plans.
13. Provides direct services during evening clinic hours, as scheduled.
14. Provides involuntary certifications for inpatient psychiatric hospitalization, as needed.
15. Provides certifications and Probate Court testimony for continued court orders for alternative treatment and possible court appearances.
16. Ensures availability of and may provide after-hours psychiatric consultation.
17. Educates consumers regarding prescribed medications, their illnesses and the interaction of medications within their body as one integrated system
18. Develops protocols and practices to effectively allocate available inventories of sample medications, identifies low cost sources of medications for indigent patients, researches formulary and non-formulary medication equivalencies, and identifies strategies and practices to contain medication costs.
19. Records consumer and treatment data in case notes, and ensures that consumer case records are properly documented and that confidentiality of consumer information is maintained.
20. Ensures that service delivery to consumers complies with CMH standard operating policies and procedures, Title X, Medicaid Manual for Providers, Michigan Mental Health Code (PA 258 of 1974), Michigan Department of Community Health rules and regulations and Self-determination Initiative, and CARF accreditation rules, regulations and requirements.
21. Maintains case documentation and case notes, and ensures the security and integrity of private health information in compliance with the provisions of HIPAA and County and CMH policies and procedures.
22. Prepares all documentation and reports required to maintain compliance with Recipients' Rights rules and regulations.
23. Serves as an advocate for services for the mentally ill and developmentally disabled.
24. Performs other related duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS:

1. Principles and practices of psychiatric care, including care to individuals with mental illness, those with co-occurring mental illness and substance use disorders; children with severe emotional disturbance, and individuals with developmental disabilities.
2. Thorough working knowledge of the principles and practices of mental health administration and policy development.
3. Thorough working knowledge of managerial and supervisory principles and practices.
4. Thorough working knowledge of local, state and federal health codes, statutes, rules and regulations, including Title X, HIPAA, Title X, Medicaid Manual for Providers, Michigan Mental Health Code (PA 258 of 1974), Michigan Department of Community Health rules and regulations and Self-determination Initiative, and CARF accreditation rules, regulations and requirements, and appropriate methods for the enforcement thereof.
5. Thorough working knowledge of accreditation requirements and health care practitioner licensing requirements.
6. Thorough working knowledge of professional standards of practice and ethics.
7. Thorough working knowledge of the principles and practices of medical record documentation and medical records management.
8. Thorough working knowledge of strategic planning.
9. Thorough working knowledge of program assessment and quality assurance principles, practices, protocols and instruments.
10. Thorough working knowledge of proposal development and grant writing principles and practices.
11. Excellent interpersonal and human relations skills.
12. Excellent oral and written communications skills.
13. Computer literacy and working knowledge of word-processing, spreadsheet, database and project management software.
14. Ability to interact positively and professionally with elected officials, customers, members of the local and state health care communities, community health care partners, regulatory agency representatives and auditors, accreditation auditors, employees, and members of the general public with widely diverse cultural and socio-economic backgrounds and varying levels of health knowledge and interpersonal communications skills.

REQUIRED EDUCATION, TRAINING AND EXPERIENCE:

Doctor of Medicine (MD) or Doctor of Osteopathy (DO) degree from an accredited school of medicine, successful completion of a three (3) years of residency in psychiatry, and Board Certification in Psychiatry.

LICENSES AND CERTIFICATIONS:

1. State of Michigan License to practice Medicine.
2. Federal controlled substance license and DEA number.

PHYSICAL REQUIREMENTS:

Must be able to perform essential job functions with or without reasonable accommodations, including, but not limited to, visual and/or audiological appliances, and devices to increase mobility.

WORKING CONDITIONS:

Work is generally performed in a normal office environment.

County of Ottawa
 2220 Mental Health
 2011 Budget

Employee Name	Union cod	W/C code	FTE	Salaries Permanent	FICA	Hospi- talization	OPEB	Life	Retirement	Dental	W/C	Unemployment	Optical	Disability	Total Fringes	Total Salaries & fringes
Psychiatrist U19	14	8833	-1.0000	\$209,780	-\$9,664	-\$10,163	-\$650	-\$642	-\$32,789	-\$650	-\$342	-\$608	-\$115	-\$650	-\$56,273	-\$266,053
Psychiatrist U25	14	8833	1.0000	\$239,377	\$10,093	\$10,163	\$650	\$732	\$37,415	\$650	\$390	\$694	\$115	\$742	\$61,644	\$301,021
Total			0.0000	\$29,597	\$429	\$0	\$0	\$90	\$4,626	\$0	\$48	\$86	\$0	\$92	\$5,371	\$34,968

7040.0000 7150.0000 7160.0000 7160.0020 7170.0000 7180.0000 7190.0000 7200.0000 7220.0000 7230.0000 7240.0000

Action Request



Committee: Finance and Administration Committee

Meeting Date: 8/16/2011

Requesting Department: Human Resources

Submitted By: Marie Waalkes

Agenda Item: Public Health Department Personnel Request to Increase a .8 FTE to a 1.0 FTE Environmental Health Specialist

SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the request from the Public Health Department to increase a .8 FTE Environmental Health Specialist (Group T, Paygrade 14) to a 1.0 FTE Environmental Health Specialist (Group T, Paygrade 14), at a cost of \$12,900. Funding to come from a grant through the Michigan Department of Environmental Quality. Position to sunset September 2012.

SUMMARY OF REQUEST:

This position was originally approved as a .75 FTE in February, 2011 and in May was increased to .8 FTE.

This position will be responsible for documenting and carrying out the actions as specified in the work plan for the Modeling and Monitoring Beach Grants as awarded through Great Lakes Restoration Initiative (GLRI) funds. These actions include; developing a monitoring plan for specified beaches, conducting sanitary surveys, collecting and analyzing samples, submitting quarterly reports to the MDEQ, and revising current beach notification procedures. This position will increase the frequency and level of monitoring at select Ottawa County beaches. This will allow for increased data in order to construct more accurate predictive models for beach water quality. The 2011 summer will be mainly data collection and collaboration with the National Oceanic and Atmospheric Administration (NOAA) to create a working predictive model for the Grand Haven City and Grand Haven State Park beaches. The 2012 summer will be utilizing the model to predict water quality in conjunction with continued sampling to evaluate the accuracy of the model.

FINANCIAL INFORMATION:

Total Cost: \$12,900.00 | General Fund Cost: \$0.00 | Included in Budget: Yes | No

If not included in budget, recommended funding source: Grant through the Michigan Department of Environmental Quality

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated | Non-Mandated | New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

Goal: 3: To Contribute to a Healthy Physical, Economic, & Community Environment.

Objective: 3: Continue initiatives to preserve the physical environment. & 4: Continue initiatives to positively impact the community.

ADMINISTRATION RECOMMENDATION: Recommended | Not Recommended | Without Recommendation

County Administrator: Alan G. Vanderberg

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, o=County of Ottawa, ou=Administrator's Office, email=vanderberg@ottawacounty.org
Reason: I am approving this document
Date: 2011.08.11 14:38:27 -0400

Committee/Governing/Advisory Board Approval Date: Pick from list

COUNTY OF OTTAWA
2011 REGULAR FULL-TIME OR PART-TIME (BENEFITED) POSITION
REQUEST FORM

Please Print Form and Return to the Fiscal Services Department

POSITION TITLE: Env. Health Specialist

FUND/DEPARTMENT NUMBER: 6020

CHECK ONE:

- New Position: Number of hours per week requested: _____
 Expansion of Existing Hours: From: 32 To: 40 per week

GENERAL INFORMATION:

1. Bargaining Unit:

2. Proposed Pay Grade:

3. Briefly describe the functions of this position:

This position will be responsible for documenting and carrying out the actions as specified in the workplan for the Modeling and Monitoring Beach Grants as awarded through Great Lakes Restoration Initiative (GLRI) funds. These actions include; developing a monitoring plan for specified beaches, conducting sanitary surveys, collecting and analyzing samples, submitting quarterly reports to the MDEQ, and revising current beach notification procedures. This position will also be responsible for carrying out the actions as specified in the workplan for the Inland Beach Monitoring Grant awarded through the MDEQ. These include monitoring activities as well as the investigation of possible sources of contamination at Ottawa County inland beaches.

4. Describe the justification for this position (Provide supporting documentation if appropriate.)

This position is funded fully through grant funds (see attached grant budgets). Including GLRI funds awarded by the Michigan Dept. of Environmental Quality through a federal grant, and the Inland Beach Grant. Through the GLRI grants, it is hoped that a working model will be developed for forecasting beach water quality conditions more accurately than the current sample collection methods. The Inland Beach Grant will further investigate possible contamination sources at Dunton Park in Ottawa County as well as provide additional monitoring at Ottawa County inland beaches. Ottawa County was notified of this award July 20, 2011 (see attached award notification).

5. Please identify the goals in the Board of Commissioners' Strategic Plan that this position will help to fulfill.

Goal 3; To Contribute to a Healthy Physical, Economic, & Community Environment. This position will help to expand the data available regarding water quality issues at two of the most attended beaches in Ottawa County (GH State Park and GH City beach). This data will allow for greater insight in what is impacting water quality at the beaches as well as better notification methods to the public. This position will also investigate possible sources of contamination at Dunton Park. This beach is one of the beaches in Ottawa County that is scheduled to be listed as a TMDL contaminated beach by the EPA in 2017. Investigation into possible contamination sources will help identify those areas negatively impacting water quality at Dunton Park. These actions directly related to Objective 3 and Objective 4, to "continue initiatives to preserve the physical environment" and to "continue initiatives to positively impact the community", as stated in the strategic plan.

6. Will the job functions of this position be for mandated or discretionary functions of the department?

The job functions are discretionary, and completely funded through GLRI grant funds and Inland Beach grant funds awarded by the MDEQ.

7. How will this position specifically impact the department's performance measurements and what process will be used to measure the outcomes?

This position will increase the frequency and level of monitoring at select Ottawa County beaches. This will allow for increased data in order to construct more accurate predictive models for beach water quality. The 2011 summer will consist of data collection and collaboration with the National Oceanic and Atmospheric Administration (NOAA) to create a working predictive model for the Grand Haven City and Grand Haven State Park beaches. The 2012 summer will utilize the model to predict water quality in conjunction with continued sampling to evaluate the accuracy of the model. Increased monitoring and investigation at Ottawa County's inland beaches will also occur.

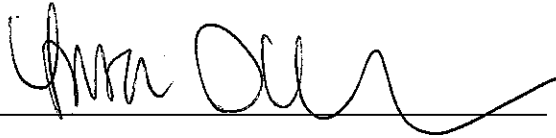
(If the position being requested does not have an existing job description, please attach a description of anticipated duties.)

COST INFORMATION:

ESTIMATED SALARY COST FOR THE BUDGET YEAR: \$9,011.00

ESTIMATED FRINGE BENEFIT COSTS FOR THE BUDGET YEAR: \$3,889.00

ESTIMATED COST OF EQUIPMENT NEEDED IN CONJUNCTION WITH POSITION: \$0.00
(If equipment is required, please complete an equipment request form and indicate it is for a new position.)

SIGNED:  DATE: 7.28.11

BUDGET DATA: _____ **CONTROL #:** _____
Fiscal Services Department Use Only Fiscal Services Department Use Only



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF ENVIRONMENTAL QUALITY
LANSING



DAN WYANT
DIRECTOR

July 20, 2011

Ms. Adeline Hambley
Ottawa County Health Department
12251 James Street, Suite 200
Holland, Michigan 49424

Dear Ms. Hambley:

I am pleased to inform you that the Department of Environmental Quality (DEQ) has completed the review process of applications submitted in 2011 for funding under the Clean Michigan Initiative-Clean Water Fund. Your application for the Ottawa County Inland Beach Monitoring Program project has been awarded \$22,705.

This award is contingent upon the finalization of a grant contract between the Ottawa County Health Department and DEQ. The grant contract will contain the terms and conditions for the expenditure of funds.

If you have any questions regarding this grant award, please contact Ms. Diana Butler, Inland Lakes Beach Monitoring Coordinator, Surface Water Assessment Section, Water Resources Division, at 517-335-3044, or e-mail at butlerd@michigan.gov.

Sincerely,

William Creal, Chief
Water Resources Division
517-335-4176

cc: Mr. Dennis Bush, DEQ
Ms. Diana Butler, DEQ
File #2011-7210

County of Ottawa
 Estimated Personnel Costs
 2210 Public Health

Union code	W/C code	FTE	Salaries * Permanent	Salaries Temp	FICA	Hospita- lization	OPEB	Life	Retirement	Dental	W/C	Unemployment	Optical	Disability	Total Fringes	Total Salaries & fringes
T-14 C-Step	12 8810	1.0000	\$45,053		\$3,447	\$10,163	\$650	\$92	\$4,046	\$650	\$10	\$131	\$115	\$140	\$19,444	\$64,497
T-14 C-Step	12 8810	-0.8000	(\$36,042)		(\$2,757)	(\$8,130)	(\$520)	(\$74)	(\$3,237)	(\$520)	(\$8)	(\$105)	(\$92)	(\$112)	(\$15,555)	(\$51,597)
			\$9,011	\$0	\$690	\$2,033	\$130	\$18	\$809	\$130	\$2	\$26	\$23	\$28	\$3,889	\$12,900
			7040.0000	7050.0000	7150.0000	7160.0000	7160.0020	7170.0000	7180.0000	7190.0000	7200.0000	7220.0000	7250.0000	7240.0000		

Action Request



Committee: Finance and Administration Committee

Meeting Date: 8/16/2011

Requesting Department: Fiscal Services

Submitted By: Bob Spaman

Agenda Item: Fund Balance Policy

SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the Fund Balance Policy for review and comment.

SUMMARY OF REQUEST:

The Governmental Accounting Standards Board (GASB) has implemented GASB54 – Fund Balance Reporting and Fund Type Definitions that required new fund balance descriptions. This will take affect with the County's 2011 Audit.

This new policy incorporates the new definitions and the order of spending fund balance for the County.

FINANCIAL INFORMATION:

Total Cost: \$0.00 | General Fund Cost: \$0.00 | Included in Budget: Yes | No

If not included in budget, recommended funding source:

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated | Non-Mandated | New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

Goal: #1 - To Maintain and Improve the Strong Financial Position of the County

Objective: #2 - Implement Processes and Strategies to deal with operational budget deficits.

ADMINISTRATION RECOMMENDATION: Recommended | Not Recommended | Without Recommendation

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, o=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@ottawacounty.org
Reason: I am approving the document
Date: 2011.07.07 14:39:31 -0400

Committee/Governing/Advisory Board Approval Date: Planning and Policy Committee 7/14/2011



County of Ottawa

POLICY

I. POLICY

To define the components of fund balance in accordance with Governmental Accounting Standards Board Statement #54 – Fund Balance Reporting and Governmental Fund Type Definitions, direct officials and staff in the process followed to commit and assign fund balance and to define the balances first utilized when applicable expenditures are incurred.

II. STATUTORY REFERENCES

III. COUNTY LEGISLATIVE OR HISTORICAL REFERENCES

The original Board policy on this subject matter was adopted in

Board of Commissioners Resolution Number and Policy Adoption Date:

Board of Commissioner Review Date and Resolution Number:

Name and Date of Last Committee Review:

Last Review by Internal Policy Review Team: April 25, 2011



County of Ottawa

IV. PROCEDURE

- A. Fund balance is only reported in governmental funds and is created from revenues in excess of expenditures. It is the balance of assets in excess of liabilities, unless otherwise restricted, available for spending. Following are the five components of fund balance:
1. Nonspendable Fund Balance - This portion of fund balance is *nonspendable* because of the related asset's form. The assets are either (a) not in a spendable form or (b) legally or contractually required to be maintained intact. Examples of nonspendable fund balance include inventory, prepaid items, non-current financial assets, and the nonspendable portion of endowments.
 2. Restricted Fund Balance - This portion of fund balance is *restricted* due to limitations placed on the use of the related assets. Restrictions have been placed on the use of the related assets either (a) externally by creditors (debt covenants), grantors, contributors, or laws or regulations of other governments; or (b) internally through enabling legislation or constitutional provisions. The limitations on the use of the related assets in this component of fund balance are legally enforceable.
 3. Committed Fund Balance - This portion of fund balance is *committed* due to limitations placed on the use of related assets by formal action of the County Board (legislation, resolution, ordinance). The limitations remain binding until the governing body takes formal action to remove applicable limitations. This balance also incorporates contractual obligations to the extent that existing assets have been specifically committed for use in satisfying contractual requirements.

Budget Stabilization – the County will commit fund balance in the General Fund in an amount not to exceed the lesser of 1) 15% of the most recently adopted General Fund budget or 2) 15% of the average of the most recent five years of General Fund budgets, as amended. Uses of these funds include:

- a. cover a general fund deficit, when the County's annual audit reveals such a deficit.
- b. prevent a reduction in the level of public services or in the number of employees at any time in a fiscal year when the County's budgeted revenue is not being collected in an amount sufficient to cover budgeted expenditures.
- c. prevent a reduction in the level of public services or in the number of employees when in preparing the budget for the next fiscal year the County's estimated revenue does not appear sufficient to cover estimated expenses.
- d. cover expenses arising because of natural disaster, including a flood, fire, or tornado



County of Ottawa

4. Assigned Fund Balance - This portion of fund balance is *assigned* to reflect the intended use of the related assets. Such assignments cannot exceed the available (spendable, unrestricted, or uncommitted) fund balance in any particular fund. Less formality is needed to impose, remove, or modify a constraint reflected in *assigned fund balance*. The County Board delegates authority to assign fund balances to the (County Administrator). No governmental funds other than the General Fund may have unassigned fund balance, therefore any amounts remaining in excess of nonspendable, restricted, or committed fund balance in a governmental fund other than the General Fund will automatically be reported as *assigned fund balance*. If any portion of existing fund balance will be used to eliminate a projected deficit in the subsequent year's budget, this amount will also be categorized as *assigned fund balance*.
5. Unassigned Fund Balance - The General Fund, and no other governmental fund, may have resources that cannot be classified in one of the four categories described above. Only the General Fund can report a surplus, an *unassigned fund balance*.

B. Order of Spending Fund Balance

1. When an expenditure is incurred for purposes for which both restricted and unrestricted (committed, assigned, or unassigned) amounts are available, it shall be the policy of the County of Ottawa to consider restricted amounts to have been reduced first. When an expenditure is incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used, it shall be the policy of the County of Ottawa that committed amounts would be reduced first, followed by assigned amounts and then unassigned amounts.

C. Minimum Fund Balance

1. It is the County of Ottawa's policy to maintain a fund balance in the General Fund of not less than 10% and not more than 15% of the most recently audited General Fund expenditures and transfers out for cash flow and flexibility purposes.

Such assignments cannot exceed the available (spendable, unrestricted, uncommitted) fund balance in any particular fund.

V. REVIEW PERIOD

The Internal Policy Review Team will review this Policy at least once every two years, and will make recommendations for changes to the Planning & Policy Committee.

Action Request



Committee: Finance and Administration Committee

Meeting Date: 8/16/2011

Requesting Department: Human Resources

Submitted By: Marie Waalkes

Agenda Item: Officer and Employee Delegate for MERS Annual Meeting

SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the nomination of Marcie VerBeek as Officer Delegate, Marie Waalkes as alternate Officer Delegate, Erin Rotman as Employee Delegate, and Tami Harvey as Alternate Employee Delegate to the MERS 65th Annual Meeting to be held September 27- 29, 2011 in Traverse City, Michigan.

SUMMARY OF REQUEST:

The County, as a member of the Municipal Employees Retirement System (MERS), sends an Officer Delegate and an Employee Delegate to the Annual MERS conference in accordance with the MERS bylaws. Delegates vote for the MERS Board members and attend information sessions to obtain important information relating to the County's retirement system, such as new and updated rules and regulations, financial stability of MERS, and other topics related to MERS. The Alternate Delegates are named, in the event the primary delegate (Officer or Employee) can not attend.

FINANCIAL INFORMATION:

Total Cost: \$1,200.00 General Fund Cost: \$1,200.00 Included in Budget: Yes No

If not included in budget, recommended funding source:

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated Non-Mandated New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

Goal: 2: To Maintain and Enhance Communication with Citizens, Employees, and Other Stakeholders.

Objective: 3: Continue to develop and implement methods of communicating with employee groups.

ADMINISTRATION RECOMMENDATION: Recommended Not Recommended Without Recommendation

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, o=County of Ottawa, ou=Administrator's Office, email=avanderberg@ottawacounty.org
Reason: I am approving this document
Date: 2011.08.11 14:42:18 -0400

Committee/Governing/Advisory Board Approval Date:

Action Request



Committee: Finance and Administration Committee

Meeting Date: 8/16/2011

Requesting Department: Human Resources

Submitted By: Marie Waalkes

Agenda Item: Purchase of MERS (Michigan Municipal Employee Retirement System) Generic Service Credits for Anthony Boersema (Sheriff's Office)

SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the purchase of three (3) years of MERS generic service credit for \$56,079 (total cost to be paid by employee, Anthony Boersema).

Total Cost: \$56,079.00
Employer Cost: \$ 0.00
Employee Cost: \$56,079.00

SUMMARY OF REQUEST:

The MERS Plan document allows for the purchase of up to five (5) years of generic service credits by an employee. The employee is responsible for the total cost of the purchase of generic service credits.

FINANCIAL INFORMATION:

Total Cost: \$56,079.00 | General Fund Cost: \$0.00 | Included in Budget: Yes | No

If not included in budget, recommended funding source: Employee

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated | Non-Mandated | New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

Goal: 4: To Continually Improve the County's Organization and Services.

Objective: 5: Continue the effective and efficient management of human resources.

ADMINISTRATION RECOMMENDATION: Recommended | Not Recommended | Without Recommendation

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, o=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@mottawa.org
Reason: I am approving this document
Date: 2011.08.11 14:42:47 -0400

Committee/Governing/Advisory Board Approval Date:

**APPLICATION FOR ADDITIONAL CREDITED SERVICE
Cost Estimate, Member Certification and Governing Body Resolution**

MEMBER

Name: Anthony Boersema
SSN: XXX-XX-8572
DOB: 4/30/1968
Age: 43 years, 2 months
Spouse's DOB: 11/24/1969

CALCULATION DATE - 7/1/2011

(Estimate Not Valid After 2 Months)

BENEFIT PROGRAMS

Benefit B-4 (80% max)
Benefit F50 (With 25 Years of Service)
Benefit FAC-5 (5 Year Final Average Compensation)
10 Year Vesting
E2 COLA Benefit

EMPLOYER

Name: Ottawa Co
Number/Div: 7003 / 21

ESTIMATED FAC ON CALCULATION DATE: \$66,324.32**CREDITED SERVICE**

Member's Service Credit as of Calculation Date:

11 years, 11 months

Type of Credited Service to be Granted:

Generic (Plan Section 7)

Amount of Credited Service to be Granted:

3 years, 0 months

Total Estimated Actuarial Cost of Additional Credited Service:**\$56,079.00 [Payment Options on Reverse]****BENEFIT CALCULATION ASSUMPTIONS**

1. It is assumed that the Member will continue working until the earliest date for unreduced retirement benefits. If the Member terminates prior to becoming eligible for unreduced benefits, the Employer understands and accepts that the actuarial cost will be different from the actuarial cost shown above.
2. The Member's Final Average Compensation (FAC) is projected to increase 4.5% annually from the date of purchase to the date of retirement.
3. The Plan's Investment Return is projected to be 8% annually.

THE ADDITIONAL CREDITED SERVICE IS PROJECTED TO RESULT IN THE FOLLOWING CHANGES:

	Retirement Date	Age	Service Through	Total Service	FAC	Annual Benefit
Before Purchase	8/1/2024	56 yrs., 3 mths.	7/31/2024	25 yrs., 0 mths.	\$117,971.63	\$73,732.32
After Purchase	8/1/2021	53 yrs., 3 mths.	7/31/2021	25 yrs., 0 mths.	\$103,378.14	\$64,611.36

Note: MERS is not responsible for any Member or Employer supplied information, or any losses which may result if actual experience differs from actuarial assumptions. The Member and Employer are responsible for reviewing the information contained herein for accuracy, and assuming the risk that actual experience results in liability different than that estimated.

MEMBER CERTIFICATION

I certify that the above information is correct and accurate. If this is a purchase of qualifying "other governmental" service, I certify that the service has not and will not be recognized for the purpose of obtaining or increasing a pension under another defined benefit retirement plan.


 Signature of Member

 07-13-11
 Date
GOVERNING BODY RESOLUTION

As provided by the MERS Plan Document, and in accordance with the Employer's policy there under, the additional credited service described above is hereby granted this Member by Resolution of the Governing Body of Ottawa Co, at its meeting on _____. The Employer understands this is an estimated cost, calculated using actuarial assumptions approved by the Retirement Board. Any difference between the assumptions and actual experience will affect the true cost of the additional service. For example, changes in benefit programs through adoption or transfer of the affected employee to a division with 'better' benefits; increases in wages other than 4.5% per year; and changes to the anticipated date of termination, will affect the actual cost of the additional service (increase or decrease). Thus, actual future events and experience may result in changes different than those assumed, and liability different than that estimated. The Employer understands and agrees that it is accountable for any difference between estimated and actual costs.

 Signature of Authorized Official from Ottawa Co

 Date

Action Request



Committee: Finance and Administration Committee

Meeting Date: 8/16/2011

Requesting Department: Human Resources

Submitted By: Marie Waalkes

Agenda Item: Purchase of MERS (Michigan Municipal Employee Retirement System) Generic Service Credits for Sarah A. Flick (Sheriff's Office)

SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the purchase of five (5) years of MERS generic service credit for \$77,420.00 (total cost to be paid by employee, Sarah A. Flick).

Total Cost: \$77,420.00
Employer Cost: \$ 0.00
Employee Cost: \$77,420.00

SUMMARY OF REQUEST:

The MERS Plan document allows for the purchase of up to five (5) years of generic service credits by an employee. The employee is responsible for the total cost of the purchase of generic service credits.

FINANCIAL INFORMATION:

Total Cost: \$77,420.00 | General Fund Cost: \$0.00 | Included in Budget: Yes | No

If not included in budget, recommended funding source: Employee

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated | Non-Mandated | New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

Goal: 4: To Continually Improve the County's Organization and Services.

Objective: 5: Continue the effective and efficient management of human resources.

ADMINISTRATION RECOMMENDATION: Recommended | Not Recommended | Without Recommendation

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, o=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@michota.org
Reason: I am approving this document.
Date: 2011.08.11 14:48:08 -0400

Committee/Governing/Advisory Board Approval Date:

RECEIVED

JUN 23 2011

OTTAWA CO. HUMAN RESOURCES

**APPLICATION FOR ADDITIONAL CREDITED SERVICE
Cost Estimate, Member Certification and Governing Body Resolution**

MEMBER

Name: Sarah A. Flick
SSN: XXX-XX-0765
DOB: 4/1/1963
Age: 48 years, 4 months

CALCULATION DATE - 8/1/2011

(Estimate Not Valid After 2 Months)

BENEFIT PROGRAMS

Benefit B-4 (80% max)
Benefit F50 (With 25 Years of Service)
Benefit FAC-5 (5 Year Final Average Compensation)
10 Year Vesting
E2 COLA Benefit

EMPLOYER

Name: Ottawa Co
Number/Div: 7003 / 21

ESTIMATED FAC ON CALCULATION DATE: \$57,103.11**CREDITED SERVICE**

Member's Service Credit as of Calculation Date:

11 years, 9 months

Type of Credited Service to be Granted:

Generic (Plan Section 7)

Amount of Credited Service to be Granted:

5 years, 0 months

Total Estimated Actuarial Cost of Additional Credited Service:**\$77,420.00** [Payment Options on Reverse]**BENEFIT CALCULATION ASSUMPTIONS**

1. It is assumed that the Member will continue working until the earliest date for unreduced retirement benefits. If the Member terminates prior to becoming eligible for unreduced benefits, the Employer understands and accepts that the actuarial cost will be different from the actuarial cost shown above.
2. The Member's Final Average Compensation (FAC) is projected to increase 4.5% annually from the date of purchase to the date of retirement.
3. The Plan's Investment Return is projected to be 8% annually.

THE ADDITIONAL CREDITED SERVICE IS PROJECTED TO RESULT IN THE FOLLOWING CHANGES:

	Retirement Date	Age	Service Through	Total Service	FAC	Annual Benefit
Before Purchase	4/1/2023	60 yrs., 0 mths.	3/31/2023	23 yrs., 5 mths.	\$95,429.62	\$55,866.12
After Purchase	11/1/2019	56 yrs., 7 mths.	10/31/2019	25 yrs., 0 mths.	\$82,104.92	\$51,315.60

Note: MERS is not responsible for any Member or Employer supplied information, or any losses which may result if actual experience differs from actuarial assumptions. The Member and Employer are responsible for reviewing the information contained herein for accuracy, and assuming the risk that actual experience results in liability different than that estimated.

MEMBER CERTIFICATION

I certify that the above information is correct and accurate. If this is a purchase of qualifying "other governmental" service, I certify that the service has not and will not be recognized for the purpose of obtaining or increasing a pension under another defined benefit retirement plan.

Sarah A. Flick
Signature of Member

7.23.11
Date

GOVERNING BODY RESOLUTION

As provided by the MERS Plan Document, and in accordance with the Employer's policy there under, the additional credited service described above is hereby granted this Member by Resolution of the Governing Body of Ottawa Co, at its meeting on _____. The Employer understands this is an estimated cost, calculated using actuarial assumptions approved by the Retirement Board. Any difference between the assumptions and actual experience will affect the true cost of the additional service. For example, changes in benefit programs through adoption or transfer of the affected employee to a division with 'better' benefits; increases in wages other than 4.5% per year; and changes to the anticipated date of termination, will affect the actual cost of the additional service (increase or decrease). Thus, actual future events and experience may result in changes different than those assumed, and liability different than that estimated. The Employer understands and agrees that it is accountable for any difference between estimated and actual costs.

Signature of Authorized Official from Ottawa Co

Date

Action Request



Committee: Finance and Administration Committee

Meeting Date: 8/10/2011

Requesting Department: Planning and Performance Improvement

Submitted By: Mark Knudsen

Agenda Item: Ottawa County Road Commission (OCRC) & Wright Township Infrastructure Program Fund Application

SUGGESTED MOTION:

To () Approve or () Disapprove and forward to the Board of Commissioners the Infrastructure Revolving Loan Fund Application from the Ottawa County Road Commission (OCRC) & Wright Township in the amount of \$485,000 for the purpose of rebuilding the 8th Avenue Bridge in Wright Township.

SUMMARY OF REQUEST:

Project Overview - 8TH AVENUE BRIDGE

In 2001, Wright Township utilized grant funding to upgrade Comstock Street in order to develop an Industrial District. Upgrades and improvements were made to sewer, drainage, and Comstock Street itself to upgrade it to a Class A road. 8th Avenue (and the 8th Avenue Bridge) are utilized to access Comstock Street and the Industrial District because it is a designated truck route and connected to I-196. However, in March, 2011, load limits (18 ton) were imposed on the 8th Avenue Bridge because an inspection showed it to be deficient. These weight restrictions have negatively impacted businesses in the Industrial District since alternative routes must be taken which increase safety and cost issues. Existing businesses (DeWys Manufacturing, DeWitt Barrels, Raymer, Competition Engineering and Pro Build, and others) have expressed concerns about the impact of this situation on their businesses. There are also several prospective buyers for empty buildings on Comstock Street, who have indicated their bids dependent upon having access via 8th Avenue. As a result, there is a critical need to replace the bridge. The Ottawa County Road Commission (OCRC) has applied for "Local Bridge" funding through the Michigan Department of Transportation (MDOT) in order to make improvements to the 8th Avenue Bridge. However, if approved, these funds would not be available until 2014. Because of the serious economic impacts that could result from the delay, the OCRC and Wright Township are requesting \$485,000 in County Infrastructure Funds to expedite the construction of the bridge. If approved, the OCRC would begin construction in 2012 and repay the loan, with 3% interest, in 2014 when funding would be received from MDOT. The OCRC will be notified by December, 2011 whether or not they will receive the 2014 Local Bridge funding.

FINANCIAL INFORMATION:

Total Cost: \$485,000.00 General Fund Cost: \$0.00 Included in Budget: Yes No

If not included in budget, recommended funding source: Ottawa County Infrastructure Fund

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated Non-Mandated New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

Goal: 3: To contribute to a healthy physical, economic, & community environment.

Objective: 3: Consider opportunities to improve economic development in the region.

ADMINISTRATION RECOMMENDATION: Recommended Not Recommended Without Recommendation

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, c=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@mottawa.org
Reason: I am approving this document
Date: 2011.08.11 14:47:35 -0400

Committee/Governing/Advisory Board Approval Date:

Ottawa County Road Commission

14110 Lakeshore Drive
P.O. Box 739
GRAND HAVEN, MI 49417
Phone (616) 842-5400 Fax (616) 850-7237

August 1, 2011

Josh Spencer
Economic Development Coordinator
County of Ottawa
Planning and Performance Improvement
12220 Fillmore Street, Room 260
West Olive, MI 49460

**Re: 8th Avenue Bridge over Lau Bach Drain
Wright Township, Ottawa County, Michigan**

Dear Mr. Spencer:

After an inspection earlier this spring, it was determined that it was in the best interest of public safety to place loading restrictions of 18 tons on the 8th Avenue Bridge over the Lau Bach Drain in Wright Township. This loading restriction impacts many of the industrial, commercial, and agricultural areas of the northeast part of the county.

The Road Commission applied for 2014 Local Bridge funding through the Michigan Department of Transportation to rehabilitate the bridge. Funding through this program will be determined in either late November or early December of this year. Assuming the 8th Avenue Bridge will be selected for funding, the Road Commission and Wright Township would like to construct the improvements in 2012. This will require a prepayment of approximately \$485,000 (state aid amount), with a full reimbursement in 2014.

The Road Commission requests consideration for funding through the Ottawa County Infrastructure Revolving Load Fund for the \$485,000 prepayment to advance construct the bridge improvements from 2014 to 2012. Attached are the revolving fund application and a portion of the Local Bridge funding application for your information. It is anticipated that the revolving fund loan would be paid in full by a lump sum around November of 2013.

If you should have any questions, please do not hesitate to contact me at 616-850-7204.

Sincerely,



Brett A. Laughlin, P.E.
Managing Director

OTTAWA COUNTY INFRASTRUCTURE REVOLVING LOAN FUND APPLIATION (WATER SYSTEM AND SANITARY SEWER SYSTEM CONSTRUCTION)

Information required by Ottawa County to apply for funding

APPLICANT INFORMATION		
1. APPLICANT AGENCY – Must indicate one of the following: <input type="checkbox"/> City <input type="checkbox"/> Township <input type="checkbox"/> Village <input checked="" type="checkbox"/> COUNTY AGENCY		
2. LEAD APPLICANT AGENCY: OTTAWA COUNTY ROAD COMMISSION OTHER APPLICANT AGENCIES: WRIGHT TOWNSHIP		
3. PROJECT NAME: 8TH AVENUE BRIDGE IMPROVEMENTS OVER LAO BACH DRAIN		
4. LEAD APPLICANT MAILING ADDRESS: PO BOX 739	CITY: GRAND HAVEN	STATE/ZIP: MI 49417
5. CONTACT PERSON: BRETT LAUGHLIN	TITLE: MANAGING DIRECTOR	TELEPHONE: (616) 850-7304
PROJECT DESCRIPTION		
6. LOCATION: 8TH AVENUE SOUTH OF CONSTANCE STREET, WRIGHT TOWNSHIP		
7. TYPE OF PROJECT: <input type="checkbox"/> Water System Construction <input type="checkbox"/> Sanitary Sewer System Construction <input checked="" type="checkbox"/> BRIDGE		
8. START DATE: FY2012 COMPLETION DATE: FY2012		
9. TYPE OF WORK – Describe proposed work in one sentence: REHABILITATE 8TH AVENUE BRIDGE SO LOADING RESTRICTION CAN BE LIFTED		
10. PROJECT ELIGIBILITY REQUIREMENTS – Check all boxes that apply: <input type="checkbox"/> Completed engineering and design plans and projected budgets <input type="checkbox"/> Project is consistent with the goals of the Ottawa County Development Plan <input type="checkbox"/> Application is complete		
11. HAS THE LEAD APPLICANT AGENCY OR ANY OTHER APPLICANT AGENCY EVER BEEN FUNDED THROUGH THIS PROGRAM BEFORE? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
12. IS THIS PROJECT A CONTINUATION OF A PREVIOUSLY FUNDED PROJECT? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
FUNDS REQUESTED – LOCAL CONTRIBUTION & SOURCE		
13. FUNDS REQUESTED \$ 485,000	14. LOCAL CONTRIBUTION \$ 100,000 (INC. ENG.)	15. TOTAL PROJECT COSTS \$ 585,000
16. SOURCE OF LOCAL CONTRIBUTION (Obligated funds, prospective loan, future revenues, DDA, etc.) ROAD COMMISSION FUNDS - ACT51 REVENUES		
17. NUMBER OF YEARS UNTIL LOAN WILL BE REPAYED IN FULL? (maximum 10 years) FY 2014		
CHECKLIST		
18. CHECK ALL OF THE FOLLOWING ITEMS WHICH ARE ATTACHED:		
<input type="checkbox"/> Attachment A – Project Description	<input type="checkbox"/> Attachment D – Multijurisdictional Impact and Support	
<input type="checkbox"/> Attachment B – Finance and Local Contribution	<input type="checkbox"/> Attachment E – Economic Development Impact	
<input type="checkbox"/> Attachment C – Public Health/Public Safety Benefits	<input type="checkbox"/> Attachment F – Community Need	
19. SIGNATURE	TITLE MANAGING DIRECTOR	DATE 8/1/11

**ATTACHMENT A
PROJECT DESCRIPTION**

Please provide a general description of the proposed project including: location, scope of work, project timetable, completed or initiated studies, and any other information deemed important. Include maps, plans and/or photographs if available.

The 8th Avenue Bridge, over Lau Bach Drain, rehabilitation project includes the replacement of the existing deteriorated prestressed concrete side by side box beams, placement of a new deck and railings, and improving the approaches.

The project was given high priority by the Ottawa County Road Commission following the reduction of the 8th Avenue Bridge load limit to 18 tons. The reduction was instituted by the OCRC following an inspection on March 3, 2011 which found deficiencies in the structure. The 18 ton load restriction prohibits a majority of commercial vehicular traffic thereby negatively effecting businesses within the area.

The bridge is located within Wright Township on 8th Avenue immediately south of Comstock Street over the Lau Bach Drain. Two maps showing the location of the 8th Avenue Bridge are attached (Attachments A1&A2). Additionally, three pictures are attached which provide views of the bridge as well as 8th Avenue, North and South of the bridge (Attachments A3-A5).

The Ottawa County Road Commission is requesting to receive Ottawa County Infrastructure Revolving Loan Funds in April of 2012 in order to begin construction in July of the same year concluding by the end of 2012. Engineering for the project is currently underway directed by the OCRC.

The OCRC has applied for grant funds through the MDOT Local Bridge Program FY2014. The grant award is expected to be announced in late November or early December of 2011. If MDOT grant funds are awarded, the Road Commission would receive the funds in December of 2013 at which time the Revolving Loan Fund (RLF) principle would be paid in full. Should MDOT not award grant funds for the 8th Avenue Bridge Project, the Ottawa County RLF would not be utilized for the project.

**ATTACHMENT B
FINANCIAL AND LOCAL CONTRIBUTION**

Please fill in the following Financial Information.

	Amount in Dollars	Source of Dollars	Percent of Total Cost
Local Contribution - OCRC	\$25,550	OCRC	4.4 %
State Contribution – MDOT	<i>\$485,450 FY2014</i>	<i>MDOT Local Bridge Fund</i>	<i>83%</i>
Federal Contribution	-	-	-
Road Commission Contribution – OCRC Engineering	\$74,000	OCRC	12.6%
Matching Funds	-	-	-
Other Contribution (specify)	-	-	-
Proposed County Contribution	\$485,450	Infrastructure RLF	83%
TOTAL COST OF PROJECT	\$585,000		

How much money has been spent to date on this project, by whom, and for what purpose?

Engineering by OCRC

Please list all sources of funding that have been explored but were denied.

N/A

If approved, when would funds be expended?

The funds would be completely expended by the end of 2012.

Who will be responsible for any cost overruns of the project?

OCRC

Please attach itemized budget sheet to this application.

See Attachment B1

ATTACHMENT C
PUBLIC HEALTH/PUBLIC SAFETY BENEFITS

Please provide a detailed description of how this project addresses a public health or public safety problem(s). Include documentation (if available) of existing public health and/or public safety problem(s) and justification of how the proposed project will alleviate the problems(s).

The 8th Avenue Bridge over the Lau Back Drain was posted to restrict weight limits in order to provide a safe crossing for the traveling public. Rehabilitation to the bridge will allow local businesses and farmers to safely utilize the bridge again.

The current detour route includes several residential roads which were not designed to handle commercial traffic. The increase in commercial traffic poses a danger to all that use the road. Businesses have voiced their concerns for the safety of commercial truck drivers and residents alike as they receive and send large shipments which local roads can't safely handle.

ATTACHMENT D
MULTIJURISDICTIONAL IMPACT AND SUPPORT

Please list the local units of government that are directly impacted by this project and the populations of each unit of government

Currently, 8th Avenue has 3,300 Average Daily Traffic (ADT) that utilize the bridge. The bridge serves the area of Northeast Ottawa County, in particular Wright Township. Wright Township's population is 3,276.

Please list the local units of government that are indirectly impacted by this project and the populations of each unit of government.

N/A

Please attach all resolutions and/or letters of support for this project which include reference to local contribution commitment.

The Ottawa Board of County Road Commissioners passed a resolution on April 21, 2011 to actively seek funding for the 8th Avenue Bridge Project (Attachment D1).

The Wright Township Board has given their support for the project as indicated by the Letter of Support submitted by JoAnn Becker, Wright Township Supervisor (Attachment D2).

ATTACHMENT E
ECONOMIC DEVELOPMENT IMPACT

Please provide a brief description of how this project assists economic development in Ottawa County. Include the number of permanent jobs that will be created by the project.

JoAnn Becker, Wright Township Supervisor, has prepared an Economic Impact Statement (Attachment E1) detailing the effect 8th Avenue Bridge load restrictions are having on current and prospective businesses in the area which have the potential to hinder long term economic growth within Wright Township.

Additionally, letters have been received from PROBuild (Attachment E2), DeWys Manufacturing (Attachment E3), Dewitt Barrels (Attachment E4), Raymer Water Supply Contractors (Attachment E5), and Competition Engineering (Attachment E6). Each letter expresses concern for the delay in completing the 8th Avenue Bridge rehabilitation and conveys the economic impact of the current load restrictions on existing businesses

**ATTACHMENT F
COMMUNITY NEED**

Please provide a brief description of how this project addresses a public need in the community. Include a count of the number of citizens that will directly benefit from the project and detail how they benefit.

Rehabilitating the 8th Avenue Bridge over the Lau Back Drain will address the current load limits that are impacting local businesses and agricultural communities. All 3,276 residents of Wright Township would be either directly or indirectly impacted by the delay in completing the 8th Avenue Bridge Project. The delay could lead to loss of jobs, residents, and tax revenue.

Additionally, the current alternative route directs commercial traffic through a residential area for which the roads weren't designed. The increase in commercial traffic in residential areas creates a danger to residents as well as commercial drivers.



Small bridge over Drain

-5-

Intersection
Constock / 8th Ave





Curve S. of bridge to X-way

-S-

Attachment B1

CALL FOR PROJECTS BRIDGE REPAIR COST ESTIMATE

REV. 1/20/10

2010

ENGINEER: JK DATE: 4/26/2011 DECK AREA: 1,483.3 SFT STRUCTURE ID: 8854
 LOCATION: 8th Avenue Bridge over Lau Bach Drain DECK DIM: 34' x 43.6'
 PRIMARY REPAIR STRATEGY: Replace superstructure, approaches, & place scour countermeasures STR. TYPE: Prestr. Box Beam

WORK ITEM	QUANTITY	DIMENSION	UNIT COST	TOTAL
NEW BRIDGE				
Multiple spans, Concrete (add demo. & road approach & traffic control)		SFT	\$180.00 /SFT	
Multiple spans, Steel (as above)		SFT	\$175.00 /SFT	
Single span (or mult span over water), Concrete (as above)		SFT	\$190.00 /SFT	
Single span (or mult span over water), Steel (as above)		SFT	\$220.00 /SFT	
Pedestrian Bridge (includes removal, add traffic control)		SFT	\$285.00 /SFT	
Other				
NEW SUPERSTRUCTURE				
Concrete (includes removal of old super & new railing, add traffic control & approach)	1,483.3	SFT	\$120.00 /SFT	\$177,990.00
Steel (as above)		SFT	\$160.00 /SFT	
Over Water (add to new superstructure cost)	1,483.3	SFT	\$28.00 /SFT	\$41,531.00
Other				
WIDENING				
Added portion only. _____ ft of width (add road approach widening)		SFT	\$185.00 /SFT	
Other				
NEW DECK				
Includes removal of old deck & new railing (add traffic control & approach)		SFT	\$70.00 /SFT	
Other				
DEMOLITION				
Entire bridge, grade separation		SFT	\$27.00 /SFT	
Entire bridge, over water		SFT	\$38.00 /SFT	
Other				
SUPERSTRUCTURE REPAIR				
Concrete Deck Patch (includes hand chipping)		SFT	\$32.00 /SFT	
HMA Cap (no membrane - add bridge rail if req'd)		SFT	\$1.25 /SFT	
HMA Overlay with W/P membrane (add bridge rail if req'd)		SFT	\$5.00 /SFT	
Removal of Concrete Wearing Course (latex) or Epoxy Overlay		SFT	\$1.50 /SFT	
Removal of HMA Overlay		SFT	\$1.00 /SFT	
Epoxy Overlay		SYD	\$34.00 /SYD	
Shallow Overlay (includes joint replmt & hydro, add bridge rail if req'd)		SFT	\$25.00 /SFT	
Deep Overlay (includes joint replmt & hydro, add bridge rail if req'd)		SFT	\$28.00 /SFT	
PCI Beam End Repair (\$2000-\$4000 per beam end)		EA	\$3,000.00 /EA	
Repair Structural Steel (\$2400 bolted, \$6200 welded)		EA	\$5,000.00 /EA	
High Load HR Repair (PCI Beam)		SFT	\$200.00 /SFT	
Paint Structural Steel		SFT	\$9.00 /SFT	
Partial Painting		SFT	\$18.00 /SFT	
Pin & Hanger replacement (includes temporary supports)		EA	\$8,600.00 /EA	
Other				
SUBSTRUCTURE REPAIR				
Pier repair (measured x 2) Replace unit if spalled area > 30%		CFT	\$200.00 /CFT	
Pier repair over water (measured x 2)		CFT	\$230.00 /CFT	
Pier replacement		CFT	\$75.00 /CFT	
Abutment repair (measured x 2)	100.0	CFT	\$200.00 /CFT	\$20,000.00
Temporary Supports for Substructure Repair		EA	\$1,800.00 /EA	
Slope Protection repairs		SYD	\$80.00 /SYD	
Other				
MISCELLANEOUS				
Expansion or Construction Joints (includes removal)		FT	\$420.00 /FT	
Bridge Railing, remove and replace		FT	\$215.00 /FT	
Thrie Beam Railing retrofit		FT	\$30.00 /FT	
Deck Drain Extensions		EA	\$500.00 /EA	
Scour Countermeasures	1.0	LSUM	\$20,000.00 /LSUM	\$20,000.00
Other				
ROAD WORK				
Approach Pavement, 9 1/2" RC (add C & G, GR, Slope, Shldr.) 40' ea. end		SFT	\$8.00 /SFT	
Approach Curb & Gutter (18' ea. quad.)	80.0	PT	\$36.00 /PT	\$2,880.00
Guardrail Anchorage to Bridge (<40')	4.0	quads	\$1,400.00 /quad	\$5,600.00
Guardrail, Type B or T (beyond GR anchorage to bridge. <200')	100.0	FT	\$20.00 /FT	\$2,000.00
Guardrail Ending (end section)	4.0	EA	\$1,800.00 /EA	\$7,200.00
Roadway Approach work (beyond approach pavement)		LSUM		
Utilities		LSUM		
Other	250.0	FT	\$200.00 /FT	\$50,000.00
TRAFFIC CONTROL - Unit Cost to be determined by Region or TSC T&S				
Part Width Construction		LSUM		
Crossovers		EA	\$250,000.00 /EA	
Temporary Traffic Signals		set	\$18,000.00 /set	
RR Flagging		LSUM		
Detour	1.0	LSUM	\$10,000.00 /LSUM	\$10,000.00
Other				

CONTINGENCY (10% - 20%) (use higher contingency for small projects) 20.0 % \$337,000.00 \$87,000.00
 MOBILIZATION (estimate at 5% but put "10% max" in pay item description) (per Design Update 2009-1) 10.0 % \$404,000.00 \$40,000.00
 INFLATION (assume 5% per year, beginning in 2011) 15.0 % \$444,000.00 \$67,000.00

(DOES NOT INCLUDE PE & CE) **CONSTRUCTION TOTAL** **\$611,000.00**
+ 74,000
= \$537,000

BENJAMIN

RESOLUTION

Managing Director Laughlin presented the application for Local Bridge Funds for the rehabilitation of the bridge crossing of 8th Avenue over Lau Bach Drain.

Upon review of the application, Commissioner Elhart moved to actively seek funding for participation in the rehabilitation of the structure, seconded by Commissioner Grifhorst and carried by the following roll call vote:

Yeas: Commissioner Vander Kooi, Palarz, Elhart, Bird, and Grifhorst

Nays: None

STATE OF MICHIGAN

COUNTY OF OTTAWA

I, Michael C. Mikita, Secretary of the Board of County Road Commissioners, Ottawa County Michigan, do hereby certify that the above resolution was duly adopted by the Board at their meeting held Thursday, April 21, 2011.


Michael C. Mikita, Secretary
Board of County Road Commissioners
Ottawa County, Michigan



Attachment D2

P.O. Box 255
1565 Jackson Marne, MI 49435-0255
616-677-3048 Fx 616-677-3048
wrighttownship.com

August 9, 2011

Mr. Josh Spencer
Economic Development Coordinator
County of Ottawa
Planning and Performance Improvement
12220 Fillmore Street, Room 260
West Olive, MI 49460

Re: 8th Avenue Bridge over Lau Bach Drain, Wright Township

Dear Mr. Spencer:

The Wright Township Board has great concern for the economic impact to the business and agricultural community as a result of the load limits placed on the bridge. The business firms in the Marne area, especially those located on Comstock Street, are greatly impacted by the fact that their trucks and vendors now have to travel through residential streets which are not built for truck traffic in order to access the expressway (creating a safety issue for downtown Marne) rather than being able to take 8th Avenue which is designed to handle truck traffic.

This is affecting the current business firms as well as prospective business wanting to locate in some vacant buildings on and near Comstock Street, who need assurance that the bridge will be repaired in the year 2012.

Wright Township Board Members are asking for your consideration for funding through the Ottawa County Infrastructure Fund so that this bridge improvement has the capability of being moved up from 2014 to 2012 as this is critical for the economic development and stability of Wright Township.

Thank you for your consideration. Please feel free to contact me with any questions.

Sincerely,

A handwritten signature in cursive script that reads "JoAnn Becker". The signature is written in black ink and is positioned above the printed name of the signatory.

JoAnn Becker, Supervisor

ECONOMIC IMPACT STATEMENT

LOAD LIMITS IMPOSED ON 8TH AVENUE BRIDGE Over Lau Back Drain

Wright Township is mostly rural (95 percent Agricultural) with a small Industrial/Commercial base located mainly on Comstock Street in Marne.

In 2001 Wright started a project to upgrade Comstock Street into a viable Industrial District with the help of some grant monies to cover part of the costs. Wright worked closely with OCED, OCRC and OCDC while installing sewer, creating necessary drainage including retention/detention ponds and improving the entire length of Comstock to a Class A Road. The Township and business owners spent considerable money to accomplish this – they are still paying off a 15 year bond issue and also a 10 year loan through OCDC for a huge drain project (Dayton Drain). OCRC stated that 8th Ave was a Class A Road and was to be used as the truck route. (Trucks exit Comstock St. heading S onto 8th Avenue, cross the 8th Ave. Bridge to enter East Bound I-96 –also used on return route.

In March of 2011 *Load Limits* were imposed as the bridge inspection showed the bridge deficient and imposed 18 ton load limits. In the previous 2-3 years, OCRC widened, leveled and re-surfaced 8th Avenue. It is difficult to understand why any bridge problems were not addressed at that time.

The weight restrictions basically close this bridge to all truck traffic which directly impacts all business as the vendors, suppliers, and business trucks need to seek alternate routes costing gas money and additional time.

There are several empty buildings at present on Comstock St. Some prospective buyer's bids are dependent upon access o the 8th Ave. Bridge to access I-96. They will go elsewhere if this is not fixed as soon as possible.

The losses are great in terms of tax dollars to all entities, loss of many jobs held by local residents, higher costs for remaining business and residents in the sewer district as sewer bills are calculated by dividing the entire operating costs from the City of G. R. between the number of REU's (residential equivalent units). Wright already has the highest sewer rates of any other municipality on the system. This is really adding on to the already bleak economic situation and helping to create a domino effect.

**There are letters attached from DeWys Manufacturing, DeWitt Barrels, Raymer , Competition Engineering and ProBuild expressing their concerns with this issue.

I have personally contacted the following who are directly impacted with the bridge closed to truck traffic and have made the following notes:

- Fred Wenell, Marne Industrial Buildings which consists of 16 units for 16 incubators (start up businesses). (Variety of truck sizes used daily)
- Greg Chulski, Chulski Salt Sv.- semi trucks supply him with several tons of salt which his trucks deliver within a 50 – 70 mile radius of Marne.
- Borgia Die & Engineering - suppliers deliver large quantities of steel and other medals used for the tool & Die industry
- Dave Bramer – Bramer has his own business which receives shipments of machinery parts and he also owns and leases several buildings --several are empty at present as the restriction of access to bridge traffic is restricting his choice of potential new business locating on Comstock
- Randy Dokter, Homestead Timbers – Their products are supplied by large semis on a regular basis.
- Robert Nadeau, Legend Landscape – Impacted by trucks supplying soil, rocks, other landscape material which they in turn haul to their customers in the Greater Grand Rapids area, Muskegon, etc.
- Holiday Coach – Owns tour bus business – needs to daily find alternate routes because of bridge restrictions.

It is very important to Wright Township and others who require the use of this bridge to have this bridge open to truck traffic as soon as possible.

JoAnn Becker
Wright Township Supervisor



PROBuild

June 22, 2011

Mr. Ken Rizzio
Ottawa County Economic Development Office, Inc.
P.O. Box 539
Allendale, MI 49401-0539

Dear Mr. Rizzio;

As you are aware, our company had to make the painful decision to close down our Marne Michigan lumber yard and truss plant operations last fall. Since then we have listed the property for sale with CB Richard Ellis. I recently spoke with our local broker Drew Miller who told me the new weight restrictions placed on the bridge on 8th Avenue south of Comstock Street will inhibit our ability to sell this property. Of course we are very anxious to have a buyer surface so we can sell this property and reduce our cost of maintaining the facility. Also we would like to see a new business in this location that can provide jobs for your local residents.

I spoke to our regional fleet manager not long ago and he told me that a weight restriction of 18 tons would mean that a tractor/trailer unit would essentially have to be empty to be in compliance. I believe the Wright Township board should try all available means to place a high priority on getting the repairs needed to fix this bridge that will allow for the safe transit of product through this area. I understand that the alternate route because of the bridge situation is several miles away. I am certain this would be unacceptable to many prospective new owners of our property. Ken- please keep us abreast of any new developments in this matter and thank you for involvement.

Sincerely;

A handwritten signature in black ink that reads "Jeff Wildt". The signature is written in a cursive, flowing style.

Jeff Wildt
Property Manager
ProBuild Midwest Region



Run with Precision™

Ken Rizzlo
Executive Director
Ottawa County Economic Development Office, Inc.
P.O. Box 539
Allendale, MI 49401-0539

May 31, 2011

Dear Ken Rizzlo,

This letter is in regards to the bridge on 8th Avenue. We want to communicate our concerns with the weight restrictions and the lack of urgency in repairing this bridge.

The bridge on 8th Avenue is a vital part of the DeWys Mfg supply chain and is crossed approximately 50-75 times per day. The weight restrictions on this bridge are costing DeWys over \$100 per day due to the additional travel and time it takes to use the alternate route. In addition to the costs, the alternate route directs our semis through residential areas and is extremely unsafe for pedestrians and our drivers. An accident in this residential area is imminent with the amount of new truck traffic passing through.

There have also been several complaints from the customers and suppliers of DeWys Mfg who are also concerned with the additional travel time required to reach our two manufacturing facilities which increases our costs. However, their greater concern is the safety of the current truck route with large trucks such as Steelcase Corporation mixing with residential traffic.

The lack of response in repairing the bridge is also making us rethink our future growth plans. DeWys has been growing very rapidly and looking to expand its operation. On January 2009, we employed 102 team members and today we have 153 people working at DeWys Mfg. Due to the limited funding for our township, DeWys has had to look at expanding in other townships where the infrastructure is better and can be an asset to our operation for many years to come. We have always had a close working relationship both the township and county and wish to continue to expand in this area.

Your assistance in getting a firm timeline for completion would be greatly appreciated. The added costs that we are incurring today and the uncertainty in the future infrastructure of our township is making our decision to stay very difficult. Our goal is not to move operations, but the lack of urgency in repairing the 8th avenue bridge is making our decision tough. Your immediate response to our concerns would be appreciated.

Sincerely,

Jon DeWys
President

A handwritten signature in black ink, appearing to read "Jon DeWys", written over a white background.

C.T. Martin
Vice-President

A handwritten signature in black ink, appearing to read "C.T. Martin", written over a white background.

tel (616) 677-5281
fax (616) 677-1991
15300 8th Ave.
Marne, MI 49435-9600
www.dewysmfg.com

ISO 9001:2008 Registered

DEWITT BARRELS

ROLLING OUT THE BARRELS SINCE 1893

June 22, 2011

Ken Rizzio
Executive Director
Ottawa County Economic Development Office, Inc.
P.O. Box 539
Allendale, MI 49401-0539

Dear Mr. Rizzio,

In 2002 DeWitt Barrels moved into a new barrel reconditioning plant on Comstock Street in Marne Michigan. Our decision to relocate our plant to Marne was largely influenced by Ottawa County's commitment to adding sewer to Comstock Street and to improving the roads on Comstock Street and 8th Avenue.

It is important to note that our business is very reliant on trucking for the movement of our products. Our truck traffic, which includes our own fleet as well as trucks from vendors and customers, has more than 50 trucks per day going into and out of our plant. We have truck traffic that goes from 3:00 am to well past midnight every working day. This also is important to know given the temporary truck route granted that takes our trucks through the residential section of Marne while the bridge on 8th Avenue waits to be repaired.

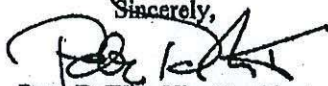


Let us be very clear. DeWitt Barrels is extremely appreciative that the Ottawa County Road Commission reacted so quickly to find us and the other businesses that require trucking an acceptable alternative route for our trucks until the bridge on 8th Avenue is repaired. However, we all recognize that this temporary route is not a long term solution to the problem.

In recent months we have lost several of our business neighbors on Comstock Street that most likely were victims of a poor economy. It is our hope that Wright Township and Ottawa County will take any and all possible steps to help attract new business and industry to fill these empty plants. This would include a fast repair to the bridge on 8th Avenue to open that route to all trucking as it was before. DeWitt Barrels urges Ottawa County to do all that is necessary to make this happen.

At a time when the economy is so fragile, DeWitt Barrels is doing all that we can to grow our business. In recent months we've increased our work force by 15%. We're doing this by adding new product lines and expanding our sales territories. All of this means more trucking. We are aware that some of our neighbors are looking at doing the same. We all need to know that Wright Township, Ottawa County and the State of Michigan will do all that they can to support us. It would be a heart braking loss to see any of this growth go to other business communities.

A major step in helping us would be a prompt repair and re-opening of the bridge on 8th Avenue. Please do what you can to influence the County and State to get this done - quickly!

Sincerely,


Peter DeWitt, Vice President

Michael DeWitt, President

Tim DeWitt, Secretary, Treasurer

Cal



1357 Comstock St. Marne, MI 49435 (616) 677-2751 Fax (616) 677-2909

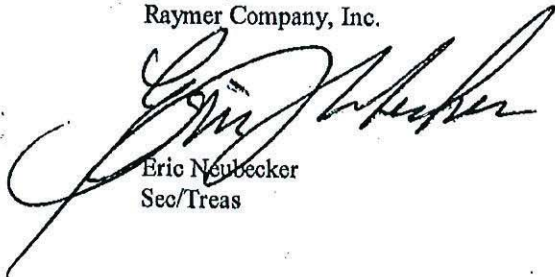
June 1, 2011

Ottawa County Officials

Re: 8th Avenue & Hayes bridge – Tallmadge Township

Please be advised that load restrictions recently placed on the referenced bridge severely impact our ability to conduct business. During seasonal load restrictions this route is our only all-season, legal means of egress from our base of operation. A large portion of our equipment exceeds the posted weight limit thereby rendering it immovable.

Sincerely,
Raymer Company, Inc.



Eric Neubecker
Sec/Treas

CE **Competition Engineering**

875 COMSTOCK STREET ■ MARNE, MI 49435 ■ PHONE (616) 677-3343 ■ FAX (616) 677-5958

June 3, 2011

Attn: JoAnn Becker
Wright Township Supervisor

JoAnn,

As you are aware, we are a local tool & die shop, manufacturing stamping dies. Our business requires daily shipments from various vendors to bring us the materials we need to maintain our workload & deliver our product in a timely manner. The load limit on the bridge on 4 Mile Road, however, could potentially deter/delay vendors in making their shipments to us, which in turn, could result in our inability to deliver to our customers on time. During these hard economic times, we need to do everything possible to keep our business productive and keep our customers happy. We would appreciate anything you can do to get the neighboring bridge fixed to alleviate the load limit, which would eliminate the concern over vendors making their deliveries. Thank-you!

Cordially,

Scott Leasure
Vice-President

Action Request



Committee: Finance and Administration Committee

Meeting Date: 08/16/2011

Requesting Department: Parks and Recreation

Submitted By: Al Vanderberg

Agenda Item: Bid Tabulation – Macatawa Green Space Restoration

SUGGESTED MOTION:

To receive and forward to the Board of Commissioners bids for the Macatawa Green Space Restoration Project and accept the low bid from Top Grade Excavating at negotiated price of \$707,430.50 with funding from the Parks and Recreation budget and a grant from the U.S. Environmental Protection Agency. Funding from the Parks and Recreation budget in the amount of \$100,000 and a grant from the U.S. Environmental Protection Agency in the amount of \$646,800.

SUMMARY OF REQUEST:

The Ottawa County Parks and Recreation Commission is in the process of soliciting bids for the Macatawa Green Space Restoration Project to restore wetlands and other habitat at the site of the former Holland Country Club. The bids are due on August 9 and a contractor recommendation will be ready for the Planning and Policy Committee meeting on August 11.

The bulk of funding is provided through the EPA via a Great Lakes Restoration Initiative Grant in the amount of \$646,800. Ottawa County Parks is providing \$100,000 toward the project and project partners are assisting with non-cash match.

FINANCIAL INFORMATION:

Total Cost: _____ General Fund Cost: \$0.00 Included in Budget: Yes No

If not included in budget, recommended funding source: EPA Grant and Parks and Recreation Budget

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated Non-Mandated New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

Goal: 3: To Contribute to a Healthy Physical, Economic, & Community Environment.

Objective: 4: Continue initiatives to positively impact the community.

ADMINISTRATION RECOMMENDATION: Recommended Not Recommended Without Recommendation

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, c=US, o=County of Ottawa, ou=Administrator's Office, email=avanderberg@mottawa.org
Reason: I am approving this document
Date: 2011.08.05 10:26:23 -0400

Committee/Governing/Advisory Board Approval Date: Planning and Policy Committee 8/11/2011



MEMORANDUM

Date: August 1, 2011
To: Ottawa County Board of Commissioners
From: John Scholtz, Parks and Recreation Director
RE: Bid Tabulation – Macatawa Green Space Restoration

The Ottawa County Parks and Recreation Commission is in the process of soliciting bids for the Macatawa Green Space Restoration Project to restore wetlands and other habitat at the site of the former Holland Country Club. The bids are due on August 9 and a contractor recommendation will be ready for the Planning and Policy Committee meeting on August 11.

The bulk of funding is provided through the EPA via a Great Lakes Restoration Initiative Grant in the amount of \$646,800. Ottawa County Parks is providing a \$100,000 toward the project and project partners are assisting with non-cash match.

Proposed motion:

To receive bids for the Macatawa Green Space Restoration Project and accept the low bid from _____ in the amount of \$_____ with funding from the Parks and Recreation budget and a grant from the U.S. Environmental Protection Agency.

This request relates to a non-mandated activity and supports Goal 3 of the Board of Commissioner's Strategic Plan: To contribute to a healthy physical, economic, and community environment.

Action Request



Committee: Finance and Administration Committee

Meeting Date: 8/16/2011

Requesting Department: Parks and Recreation

Submitted By: Al Vanderberg

Agenda Item: Bid Tabulation – Olive Shores Park Improvements

SUGGESTED MOTION:

To receive and forward to the Board of Commissioners bids for the Olive Shores Park Improvement Project and accept the low bid from Visser Brothers, Inc. in the amount of \$580,857.24 with funding split evenly from the Parks and Recreation budget and a grant from the Michigan Natural Resources Trust Fund.

SUMMARY OF REQUEST:

The Ottawa County Parks and Recreation Commission has solicited bids for a construction project to implement the master plan for Olive Shores to develop the new county park on Lake Michigan. A total of seven bids were received with the low bid from Visser Brothers, Inc. at \$580,857.24, an amount which is significantly below the engineer's estimate.

FINANCIAL INFORMATION:

Total Cost: \$580,857.24 General Fund Cost: \$0.00 Included in Budget: Yes No

If not included in budget, recommended funding source: Parks and Recreation Budget & Michigan Natural Resources Trust Fund

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated Non-Mandated New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

Goal: 3: To Contribute to a Healthy Physical, Economic, & Community Environment.

Objective: 4: Continue initiatives to positively impact the community.

ADMINISTRATION RECOMMENDATION: Recommended Not Recommended Without Recommendation

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, o=County of Ottawa, ou=Administrator's Office, email=avanderberg@ottawacounty.org
Reason: I am approving this document
Date: 2011.08.03 10:25:23 -0400

Committee/Governing/Advisory Board Approval Date: Planning and Policy Committee 8/11/2011



MEMORANDUM

Date: August 1, 2011
To: Ottawa County Board of Commissioners
From: John Scholtz, Parks and Recreation Director
RE: Bid Tabulation – Olive Shores Park Improvements

The Ottawa County Parks and Recreation Commission has solicited bids for a construction project to implement the master plan for Olive Shores to develop the new county park on Lake Michigan. A total of seven bids were received with the low bid from Visser Brothers, Inc. at \$580,857.24, an amount which is significantly below the engineer's estimate.

Proposed motion:

To receive bids for the Olive Shores Park Improvement Project and accept the low bid from Visser Brothers, Inc. in the amount of \$580,857.24 with funding split evenly from the Parks and Recreation budget and a grant from the Michigan Natural Resources Trust Fund.

This request relates to a non-mandated activity and supports Goal 3 of the Board of Commissioner's Strategic Plan: To contribute to a healthy physical, economic, and community environment.



**Ottawa County Parks &
Recreation Commission**

12220 Fillmore
West Olive, Michigan 49460

Bid Tabulation
Olive Shores Park Improvements
Tuesday, August 2, 2011
10:00 a.m.

COMPANY (BIDDER)	BID BOND	BASE BID
Visser Brothers, Inc.	X	\$580,857.24
Apex Construction	X	\$598,600.00
Wolverine Building	X	\$651,652.72
Tridonn Construction	X	\$659,274.46
Ron Meyer & Associates	X	\$680,211.05
Kamminga & Roodvoets, Inc.	X	\$808,628.60
Wagenmakers Construction	X	\$846,661.60

Action Request



Committee: Finance and Administration Committee

Meeting Date: 8/16/2011

Requesting Department: Parks and Recreation

Submitted By: Al Vanderberg

Agenda Item: Bid Tabulation - Pine Bend Parking Improvements

SUGGESTED MOTION:

To receive and forward to the Board of Commissioners bids for the Pine Bend Parking Improvement Project and accept the low bid from Denny's Excavating in the amount of \$51,000 with funding from the Parks and Recreation budget.

SUMMARY OF REQUEST:

The Ottawa County Parks and Recreation Commission has solicited bids for improvements to the Pine Bend Parking lot including asphalt paving and improved drainage. A total of five bids were received with the low bid from Denny's Excavating at an amount which is within the project budget of \$56,000.

FINANCIAL INFORMATION:

Total Cost: \$51,000.00 General Fund Cost: \$0.00 Included in Budget: Yes No

If not included in budget, recommended funding source: Parks and Recreation Budget

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated Non-Mandated New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

Goal: 3: To Contribute to a Healthy Physical, Economic, & Community Environment.

Objective: 4: Continue initiatives to positively impact the community.

ADMINISTRATION RECOMMENDATION: Recommended Not Recommended Without Recommendation

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, c=US, ou=County of Ottawa, ou=Administrator's Office, email=avanderberg@ottawacounty.org
Reason: I am approving this document
Date: 2011.08.25 10:30:19 -0400

Committee/Governing/Advisory Board Approval Date: Planning and Policy Committee 8/11/2011



MEMORANDUM

Date: August 1, 2011
To: Ottawa County Board of Commissioners
From: John Scholtz, Parks and Recreation Director
RE: Bid Tabulation - Pine Bend Parking Improvements

The Ottawa County Parks and Recreation Commission has solicited bids for improvements to the Pine Bend Parking lot including asphalt paving and improved drainage. A total of five bids were received with the low bid from Denny's Excavating at an amount which is within the project budget of \$56,000.

Proposed motion:

To receive bids for the Pine Bend Parking Improvement Project and accept the low bid from Denny's Excavating in the amount of \$51,000 with funding from the Parks and Recreation budget.

This request relates to a non-mandated activity and supports Goal 3 of the Board of Commissioner's Strategic Plan: To contribute to a healthy physical, economic, and community environment.



**Ottawa County Parks &
Recreation Commission**

Bid Tabulation
Pine Bend Parking Improvements
Wednesday July 20, 2011
10:00 a.m.

	COMPANY (BIDDER)	BID BOND	BASE BID
1	Denny's Excavating	x	\$51,000.00
2	Sitework Solutions	x	\$60,683.00
3	Accurate Excavators	x	\$64,750.00
4	Jaran Construction	x	\$64,975.00
5	Kentwood Excavating	x	\$75,259.50

Action Request



Committee: Finance and Administration Committee

Meeting Date: 8/16/2011

Requesting Department: Parks and Recreation

Submitted By: Al Vanderberg

Agenda Item: Resolution Supporting The Pumphouse Museum Proposal

SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the resolution supporting the proposal by the Historic Ottawa Beach Society to create a museum at the pumphouse building located within the Historic Ottawa Beach Parks at a cost of \$1.3 million, with \$315,000 to come from the Parks and Recreation budget and the remainder to be raised by the Historic Ottawa Beach Society. This motion contingent upon the Historic Ottawa Beach Society raising \$1.3 million.

SUMMARY OF REQUEST:

The Court approved Stipulation Agreement, which defines the relationship between Ottawa County and the West Michigan Park Association with respect to the Historic Ottawa Beach Parks (Park 12), states "Ottawa County shall restore and maintain the Pumphouse, generally developing it into a community room and museum. Ottawa County shall then lease the museum portion of the building to the Ottawa Beach Historic Commission (or another local non-profit museum oriented group) on terms mutually acceptable to the parties for \$1 per year." Approval of the proposed resolution will be a step forward in complying with the Stipulation and completing our master plan for this site.

Ottawa County Parks completed an engineering and architectural study of the building, sharing the costs with the recently formed Historical Ottawa Beach Society (HOBS). The study revealed the viability of the pumphouse structure for renovation as a museum facility and produced plans (one image of many attached) showing how the restored structure would fit in the park setting.

The study also produced a cost estimate for the renovations. Total cost of pumphouse renovations including landscaping and patios, but minus the waterfront walkway (separate project), is estimated at \$1.3 million. As described in the attachment to the resolution, Ottawa County Parks proposes to contribute \$315,000, minus architectural fees already expended, to the project. In addition to the addition of the museum as an amenity in the park, the Parks Commission will benefit from the addition of public restrooms in the park, the addition of landscaped outdoor spaces for the public, and basic building improvements and maintenance, some of which will be needed with or without a museum. All other funds will be raised by the non-profit group (HOBS). Ottawa County will continue to own the building after the improvements are completed and will not expend any funds until fund-raising efforts have been successful.

FINANCIAL INFORMATION:

Total Cost: \$1,300,000.00 General Fund Cost: \$0.00 Included in Budget: Yes No

If not included in budget, recommended funding source: \$315,000 from the Parks and Recreation Budget

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated Non-Mandated New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

Goal: 3: To Contribute to a Healthy Physical, Economic, & Community Environment.

Objective: 4: Continue initiatives to positively impact the community.

ADMINISTRATION RECOMMENDATION: Recommended Not Recommended Without Recommendation

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, o=County of Ottawa, ou=Administrator's Office, email=avanderberg@mottawa.org
Reason: I am approving this document
Date: 2011.08.03 11:21:34 -0400

Committee/Governing/Advisory Board Approval Date: Planning and Policy Committee 8/11/2011



MEMORANDUM

Date: August 1, 2011
To: Ottawa County Board of Commissioners
From: John Scholtz, Parks and Recreation Director
RE: Resolution Supporting Pumphouse Museum Proposal

The Court approved Stipulation Agreement, which defines the relationship between Ottawa County and the West Michigan Park Association with respect to the Historic Ottawa Beach Parks (Park 12), states “Ottawa County shall restore and maintain the Pumphouse, generally developing it into a community room and museum. Ottawa County shall then lease the museum portion of the building to the Ottawa Beach Historic Commission (or another local non-profit museum oriented group) on terms mutually acceptable to the parties for \$1 per year.” Approval of the proposed resolution will be a step forward in complying with the Stipulation and completing our master plan for this site.

Ottawa County Parks completed an engineering and architectural study of the building, sharing the costs with the recently formed Historical Ottawa Beach Society (HOBS). The study revealed the viability of the pumphouse structure for renovation as a museum facility and produced plans (one image of many attached) showing how the restored structure would fit in the park setting.

The study also produced a cost estimate for the renovations. Total cost of pumphouse renovations including landscaping and patios, but minus the waterfront walkway (separate project), is estimated at \$1.3 million. As described in the attachment to the resolution, Ottawa County Parks proposes to contribute \$315,000, minus architectural fees already expended, to the project. In addition to the addition of the museum as an amenity in the park, the Parks Commission will benefit from the addition of public restrooms in the park, the addition of landscaped outdoor spaces for the public, and basic building improvements and maintenance, some of which will be needed with or without a museum. All other funds will be raised by the non-profit group (HOBS). Ottawa County will continue to own the building after the

Memo

improvements are completed and will not expend any funds until fund-raising efforts have been successful.

Proposed motion:

To approve and authorize the Board Chair and Clerk to sign the resolution supporting the proposal by the Historic Ottawa Beach Society to create a museum at the pumphouse building located within the Historic Ottawa Beach Parks.

This request relates to a non-mandated activity and supports Goal 3 of the Board of Commissioner's Strategic Plan: To contribute to a healthy physical, economic, and community environment.

6/15/2007



COUNTY OF OTTAWA

STATE OF MICHIGAN

RESOLUTION

At a regular meeting of the Board of Commissioners of the County of Ottawa, Michigan, held at the Fillmore Street Complex in the Township of Olive, Michigan on the ____ day of _____, 2011 at _____ o'clock p.m. local time.

PRESENT: Commissioners: _____

ABSENT: Commissioners: _____

It was moved by Commissioner _____ and supported by Commissioner _____ that the following Resolution be adopted:

WHEREAS, the Ottawa County Parks & Recreation Commission and the Ottawa County Parks & Recreation Department have worked cooperatively with the leadership of the Historical Ottawa Beach Society (HOBS), a qualified 501(c) organization, to study the structural integrity and suitability of use of the pumphouse building, located within the Historic Ottawa Beach Parks, as a museum; and,

WHEREAS, the Ottawa County Parks & Recreation Department, to foster and encourage the fund-raising efforts of the HOBS, has prepared the "Pumphouse Museum Proposal" attached as Exhibit "A" as an indication of the commitment of the Department to proceed and cooperate with HOBS, on the terms set forth in Exhibit "A," should HOBS

successfully conduct a fund-raising campaign to establish and operate a public museum in the pumphouse building located within the Historic Ottawa Beach Park; and,

WHEREAS, the Ottawa County Parks & Recreation Commission has approved of the proposal attached as Exhibit “A” and recommends its approval and adoption by the Ottawa County Board of Commissioners;

NOW THEREFORE BE IT RESOLVED, That the Ottawa County Board of Commissioners approves of the “Pumphouse Museum Proposal” set forth in Exhibit “A” to provide for the creation and operation by the Historic Ottawa Beach Association (HOBS), a qualified 501(c) organization, of a museum in the pumphouse building located within the Historic Ottawa Beach Parks; and,

BE IT FURTHER RESOLVED, That by way of this Resolution, the Ottawa County Board of Commissioners recommends the proposal attached as Exhibit “A” and expresses its commitment to the proposals set forth in Exhibit “A,” its support for the proposed museum project, and its support for the fund-raising efforts of HOBS; and,

BE IT FURTHER RESOLVED, that all resolutions and parts of resolutions insofar as they conflict with this Resolution are hereby repealed.

YEAS: Commissioners: _____

NAYS: Commissioners: _____

ABSTENTIONS: Commissioners: _____

RESOLUTION ADOPTED:

Chairperson, Ottawa County
Board of Commissioners

Ottawa County Clerk

EXHIBIT “A”

Pumphouse Museum Proposal

The Ottawa County Parks and Recreation Commission, upon the approval of the Ottawa County Board of Commissioners, offers to partner with the Historic Ottawa Beach Society (HOBS), a qualified 501(c) non-profit organization, to establish and operate a public museum in the historic pumphouse building located on park property within the Historic Ottawa Beach Parks. The purpose of this document is to outline terms of a proposal to enable the non-profit group to proceed with more detailed planning and fund-raising prior to entering into a formal lease agreement for the historic pumphouse building.

Ottawa County Parks and HOBS shared the cost of an architectural study of the pumphouse building which resulted in the development of plans and cost estimates for building renovation and improvements needed to operate a museum at the facility. Those plans will guide future building renovation. A formal lease agreement will follow this proposal, provided HOBS is successful in raising funds needed for building renovation and restoration and the development of museum facilities, as identified in the architectural study.

Ottawa County proposes the following terms and statements describing the nature of the relationship between the County and HOBS and the anticipated future lease agreement:

- Following successful fund-raising efforts demonstrating the ability of HOBS to raise the funds necessary for building renovation and development of museum facilities, Ottawa County will enter into a lease agreement for the historic pumphouse building with HOBS with a lease rate of \$1 per year for 25 years, with the ability of the parties to renew unless the terms of lease are not fulfilled.
- Ottawa County will continue to own the historic pumphouse building, and all improvements made to the building will become the property of Ottawa County.
- The lease terms will identify operating standards in terms of hours, general safety and cleanliness and situations which would be cause for revoking the lease. The terms will be reasonable and consistent with other Ottawa County leases.
- The museum must be operated in a way which provides benefit to the general public, but will not exclude limited use for private functions such as weddings, receptions and similar functions.
- The historic pumphouse building and property may not be subleased by HOBS without written approval from Ottawa County.
- Ottawa County will be responsible for general liability insurance related to the waterfront walkway and public restrooms; liability for museum operations and special events will be provided through insurance paid for by HOBS with coverage meeting the current Ottawa County standards for vendors. Events involving alcohol will require liquor liability insurance and other controls consistent with Ottawa County Parks practices for events with alcohol in the park system.
- HOBS will pay utility costs with the exception of water and sewer which will be paid by Ottawa County. Ottawa County will also pay electric costs related to operation of the restrooms.

- With regards to maintenance and upkeep of the historic pumphouse building, during the lease term, Ottawa County will be responsible for the roof and foundation, replacement of the mechanical systems and all maintenance related to the restrooms. HOBS will be responsible for other building maintenance including upkeep to windows and doors, routine mechanical system maintenance and repair, general cleaning, painting, and repairs related to normal building use.
- Ottawa County Parks will invest \$315,000 into the building renovation less funds already expended for architectural work with funds to be allocated for basic repair to the roof, mechanical systems, basic building shell and construction of the restrooms. Ottawa County's offer of funding will stand for two years following approval of a resolution by the Ottawa County Board of Commissioners setting forth this proposal, after which time the status of the project and Ottawa County's continued participation therein will be re-evaluated by Ottawa County.
- Ottawa County will construct and maintain the waterfront walkway which is outside the leased area. The leased area includes the plaza spaces which will generally be open to the public but may be restricted to access by the public during special events and functions. See "Attachment 1" which designates the boundary of the area to be leased. HOBS will maintain the outdoor spaces within the leased area.
- Structural changes to the building require prior approval of the Parks and Recreation Commission.
- The restrooms to be developed as part of the building renovation will be available for use by the public and will be cleaned and maintained by Ottawa County Parks.
- Within thirty (30) days of the approval this proposal by the Ottawa County Board of Commissioners, HOBS shall, by authorized representation of its Board of Directors, indicate its approval and acceptance of the Pumphouse Museum Proposal, (Exhibit "A"), as written.



County of Ottawa

Office of the Treasurer

Bradley J. Slagh
County Treasurer

Cheryl Clark
Chief Deputy Treasurer

Steven Brower
Deputy Treasurer

12220 Fillmore St., Room 155, West Olive, MI 49460

bslagh@miottawa.org

Phone: (616) 994-4505

1-800-764-4111, ext. 4505

Fax: (616) 994-4509

Web Site: www.miOttawa.org

Report To: Ottawa County Finance & Administration Committee

From: Bradley Slagh

Date: August 5, 2011

Re: Financial month end update for July 31, 2011

Attached are the graphs representing an overview of the status of the General Fund portfolio for the County as of July 31, 2011. As depicted in the graphs the asset distribution of the General Pooled Funds by percentage and maturity meet the requirements of the County's Investment Policy.

I anticipate being at the Finance Committee meeting to answer any questions. Please feel free to call or email me if you have any questions during your review of this material.

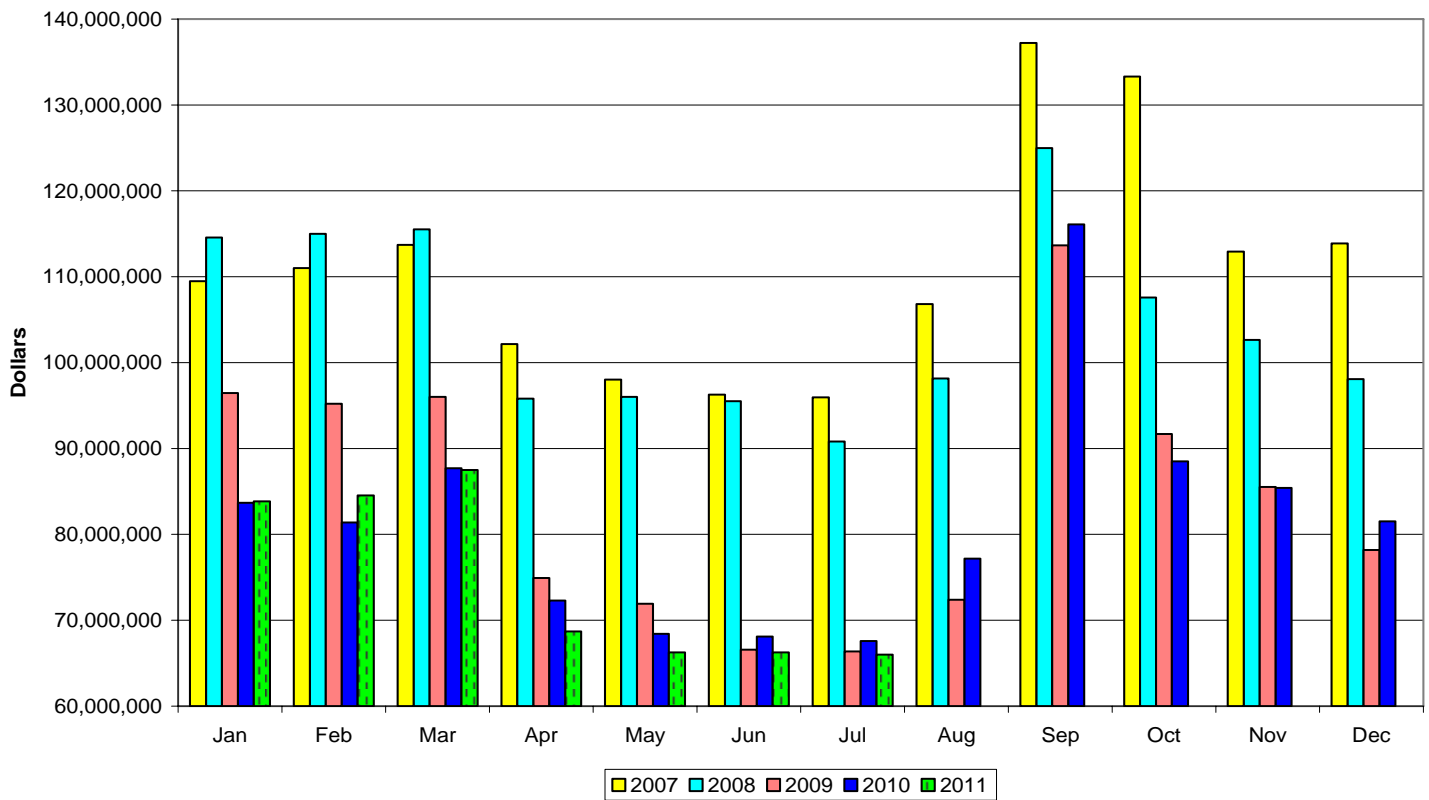
Ottawa County General Pooled Funds

Current Portfolio Size

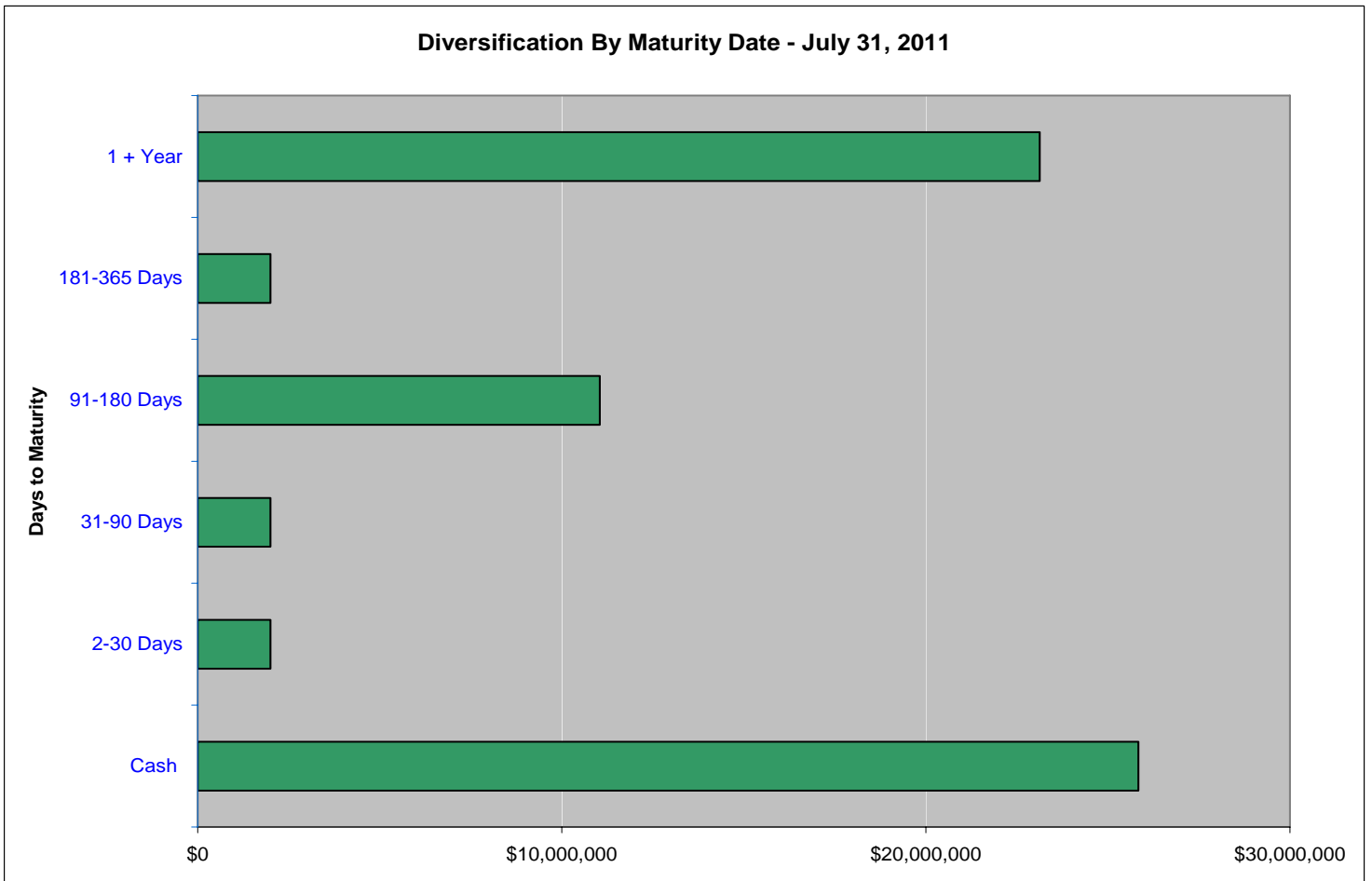
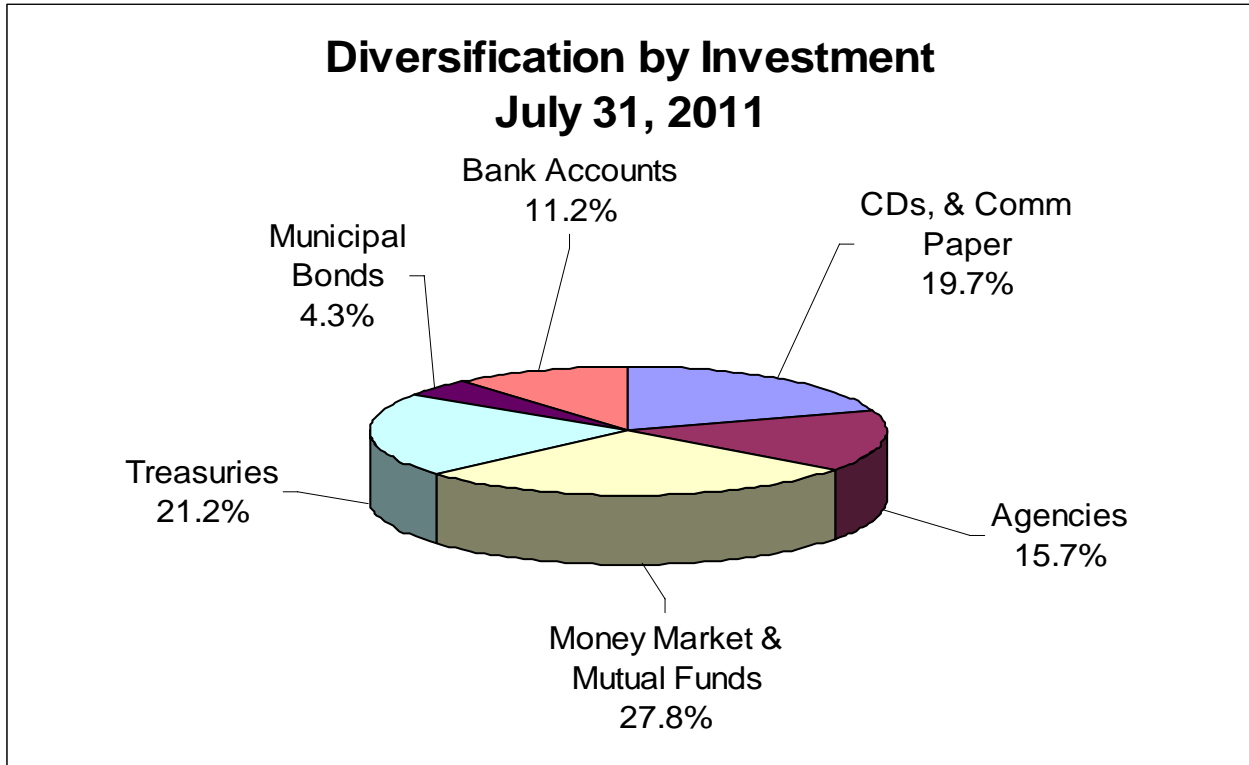
July 31, 2011

<i>CDs, & Comm Paper</i>	\$13,039,709.27
<i>Agencies</i>	\$10,356,289.45
<i>Money Market & Mutual Funds</i>	\$18,420,812.24
<i>Treasuries</i>	\$14,057,881.96
<i>Municipal Bonds</i>	\$2,876,292.36
<i>Bank Accounts</i>	\$7,412,558.91
<i>Total</i>	\$66,163,544.19

Historical Comparison By Month



Ottawa County General Pooled Funds



Action Request



Committee: Finance and Administration Committee

Meeting Date: 8/16/2011

Requesting Department: Public Health Department

Submitted By: Al Vanderberg

Agenda Item: Food Inspection Program Fees

SUGGESTED MOTION:

To approve and forward to the Board of Commissioners the proposed changes to the Food Inspection Program fees, new fees: Temporary Food Service Establishment Revisit/Extended Visit: \$50.00, Enforcement Fee: \$255.00, Administrative Consultation Fee: \$300.00, and fee reduction: Compliance Conference Fee \$200.00 (current fee is \$300.00).

SUMMARY OF REQUEST:

The Ottawa County Health Department (OCHD) is proposing changes to its current Environmental Health Food Program fee schedule. The Food Program is mandated under the Michigan Food Law, Act 92 of 2000 and the Michigan Public Health Code Act 368 of 1978. Under these Acts, the Michigan Department of Agriculture and the Michigan Department of Public Health delegate the authority of certain powers and duties to the Ottawa county Health Department. The authority given to our department is for the purpose of protecting human health through the licensure and regulation of those establishments offering food and drink for human consumption. The law mandates that the OCHD provide standards for food establishments, provide enforcement of the act, provide penalties and remedies for violation of the act, provide for fees, provided for promulgation of rules, and to repeal acts and parts of acts.

A comprehensive review and analysis of the current enforcement procedures was conducted in May of 2011 and concluded that changes to our enforcement policy would result in benefits to both the OCHD and licensed food establishments.

The changes to the enforcement policy make it necessary to adjust the fees associated with these changes. The proposed fee changes include three new fees and one reduced fee and are described in the attached document.

FINANCIAL INFORMATION:

Total Cost: \$0.00 General Fund Cost: \$0.00 Included in Budget: Yes No

If not included in budget, recommended funding source:

ACTION IS RELATED TO AN ACTIVITY WHICH IS:

Mandated Non-Mandated New Activity

ACTION IS RELATED TO STRATEGIC PLAN:

Goal: 2: To Maintain and Enhance Communication with Citizens, Employees, and Other Stakeholders. & 3: To Contribute to a Healthy Physical, Economic, & Community Environment. & 4: To Continually Improve the County's Organization and Services.

Objective:

ADMINISTRATION RECOMMENDATION: Recommended Not Recommended Without Recommendation

County Administrator: **Alan G. Vanderberg**

Digitally signed by Alan G. Vanderberg
DN: cn=Alan G. Vanderberg, c=US, o=County of Ottawa, ou=Administrator's Office, email=avanderberg@miottawa.org
Reason: I am approving this document
Date: 2011.08.03 14:06:16 -0400

Committee/Governing/Advisory Board Approval Date: Health and Human Services Committee 8/10/2011



Ottawa County Health Department

Environmental Health Food Program Fee Proposal

Adeline Hambley, Environmental Health Manager
August 2, 2011

Background Information

The Ottawa County Health Department (OCHD) is proposing changes to its current Environmental Health Food Program fee schedule. The Food Program is mandated under the Michigan Food Law, Act 92 of 2000 and the Michigan Public Health Code Act 368 of 1978. Under these Acts, the Michigan Department of Agriculture and the Michigan Department of Public Health delegate the authority of certain powers and duties to the Ottawa county Health Department. The authority given to our department is for the purpose of protecting human health through the licensure and regulation of those establishments offering food and drink for human consumption. The law mandates that the OCHD provide standards for food establishments, provide enforcement of the act, provide penalties and remedies for violation of the act, provide for fees, provided for promulgation of rules, and to repeal acts and parts of acts.

A comprehensive review and analysis of the current enforcement procedures was conducted in May of 2011 and concluded that changes to our enforcement policy would result in benefits to both the OCHD and licensed food establishments.

The changes to the enforcement policy make it necessary to adjust the fees associated with these changes. The proposed fee changes include three new fees and one reduced fee and are described below.

The Ottawa County Health Department strives to carry out the Ottawa County Board of Commissioners vision, mission, strategic goals and objectives. The changes to our enforcement policy will ultimately lead to (2.) enhanced communication with citizens, employees and other stakeholders, (3.) contribute to a healthy physical, economic and community environment, and will demonstrate (4.) continual improvement of the County's organization and services. The proposed fee changes are a component of the new enforcement policy which will allow for a contribution to these objectives.

Proposed Fee Changes

New fees:

- Temporary Food Service Establishment Revisit/Extended Visit: \$50.00
 - A temporary license is issued to those establishments temporarily set-up to serve food to the public. Examples include: tents set-up to serve food at festivals, spaghetti dinners, and pancake breakfasts.
 - Prior to serving food to the public, an inspection is conducted to make sure food served to the public is being stored properly and prepared in a safe manner. A license is issued to allow the food to be served.
 - These inspections are conducted based on the date and time specified by the operator. Often, upon arriving to conduct the inspection, the operator is not ready for inspection.
 - The Revisit/Extended Visit fee helps to partially recapture the cost associated with delays due to the operator not being ready for inspection at time of licensure.

- Enforcement Inspection Fee: \$255.00
 - An establishment that has recurring violations at routine inspections, which suggest a risk to public health, will be subject to enforcement proceedings. These proceedings require additional action by the restaurant in order to correct the problems noted.
 - Included in these actions is an additional inspection, called an Enforcement Inspection.
 - An Enforcement Inspection is not covered by the license fee paid by establishments.
 - The Enforcement Inspection Fee is assessed to those non-complying establishments in order to capture the cost associated with conducting them.

- Administrative Consultation Fee: \$300.00
 - This is a new step added to OCHD Enforcement Policy. This step is for those establishments that are in enforcement proceedings. If the establishment fails to comply with requirements after a compliance conference is held (the first step in enforcement), then the Food Supervisor will visit the establishment to meet with the restaurant operator(s) and view the facility.
 - This step has been added to provide onsite consultation to the non-complying restaurant. It allows face-to-face interaction between the Food Supervisor and restaurant staff, and acts to facilitate dialog about the problem areas and possible solutions to help the restaurant to comply with food safety requirements.
 - The Administrative Consultation Fee is assessed to help cover the costs incurred to provide this service.

Existing Fee Reduction

- Compliance Conference Fee: \$200.00 (currently fee is \$300.00)
 - Traditionally the Food Supervisor has attended the compliance conference for those establishments that are in enforcement proceedings. Now, however, the Food Supervisor will not attend these meetings.
 - A Compliance Conference is the first step of enforcement for those establishments with recurring issues. The process has been amended. Now, only the inspector, clerk (to take minutes of the conference), and restaurant representative will be in attendance at this meeting.
 - At this conference issues observed at the establishment will be discussed and plans put in place to address them.
 - If the establishment fails to become compliant with requirements, the next step of enforcement is the Administrative Consultation. The Administrative Consultation is the first step that will involve the Food Supervisor.
 - Removing the Food Supervisor from the Compliance Conference justifies a reduction in the cost to the establishment.